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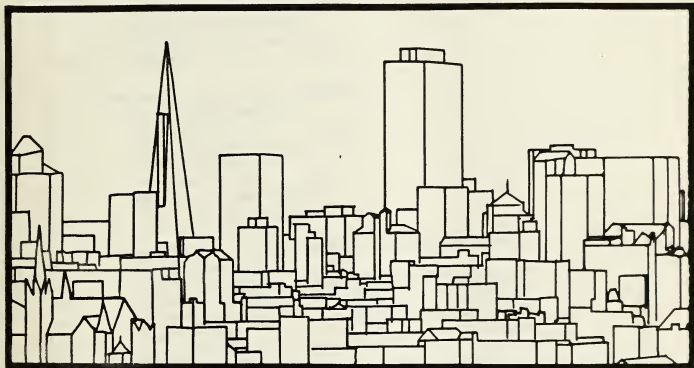
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SAN FRANCISCO DEPARTMENT OF CITY PLANNING

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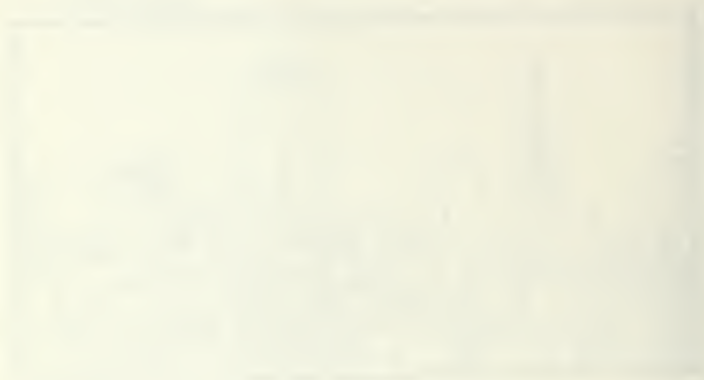
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ANNUAL REPORT

1981-1982

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ANNUAL REPORT
1981-1982

San Francisco Department of City Planning
450 McAllister Street
San Francisco, California 94102

CITY AND COUNTY OF SAN FRANCISCO

DIANNE FEINSTEIN, MAYOR

City Planning Commission 1981-1982

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Lee Woods, Jr., Administrative Secretary, City Planning Commission

November 2, 1982



The Honorable Dianne Feinstein, Mayor
City and County of San Francisco
Room 200, City Hall
San Francisco, CA 94102

Dear Mayor Feinstein:

On behalf of the City Planning Commission and the Department of City Planning, we are pleased to send our Annual Report for the Fiscal Year 1981-82.

Two actions of significance to the management of the Department's activities occurred in the fiscal year. The Department moved into new offices at 450 McAllister Street. The move consolidates the essential elements of the City's permit processing system and allows ready access and improved efficiency for City staff and the public to the relevant City permit bureaus. Secondly, during the fiscal year, the Department initiated a Management By Objectives (MBO) program, and significant success has been achieved in meeting many of our original objectives.

With respect to downtown development, the Commission approved the construction of approximately 4 million square feet of office space and reviewed important new concepts for managing office growth presented by the Department in Guiding Downtown Development.

In the City's neighborhood retail districts, the Department, in anticipation of revisions, continued to monitor the effects of the interim special use district controls. Initial studies of the feasibility of a downtown stadium were undertaken, and the Department began to actively assist Southern Pacific in the review of its proposed Mission Bay project.

In responding to the critical housing shortage in the City, the Commission adopted guidelines for the Office Housing Production Program (OHPP) through which office developers mitigate housing demand generated by downtown development. Also, the Department commenced environmental evaluations of proposed increases in residential zoning densities for the Rincon Hill area and the Van Ness/South Van Ness Avenue Corridor. These rezonings could lead to the eventual construction of 13,400 additional dwelling units.

For the past year, we wish to express our appreciation for the strong support and guidance from your office, and we look forward to working closely and cooperatively with your office, the Board of Supervisors and all the people of the City in the coming year.

Very truly yours,

A handwritten signature in black ink that reads "Toby Rosenblatt".

Toby Rosenblatt, President
City Planning Commission

the planning function

The Department of City Planning functions as staff for the City Planning Commission to which the Director of Planning is responsible under the Charter. All major items worked on by the staff go before the Commission, either for a decision, or for a recommendation to some other body, or as a matter of information for comment to the staff. The Commission has Regular Meetings each Thursday and occasional Special, Joint and Committee Meetings.

Briefly stated, the functions of the Department of City Planning, some mandated by City Charter, some by State law and others by local ordinances or administrative arrangements, are:

COMPREHENSIVE PLAN PREPARATION (PLANS AND PROGRAMS)

The Department staff prepares, and the City Planning Commission adopts, the Comprehensive Plan (Master Plan) of the City and County of San Francisco. Elements of the Comprehensive Plan adopted by San Francisco in compliance with State Law (Section 65302 of the Government Code) include: Circulation, (Transportation), Housing (Residence), Conservation, Recreation and Open Space, Community Safety, Environmental Protection, Urban Design and Commerce and Industry.*

1. Programs developed from the Comprehensive Plan. The Department is responsible for developing programs to carry out the policies of the Comprehensive Plan, for example: programs for acquisition of land for parks, or housing Rehabilitation Assistance Programs (RAP).

2. Advice on the Master Plan. The Charter provides for publication of the Master Plan and for advice by the Department to the Mayor, the Board of Supervisors and other City departments. Major requests may, with the approval of the Commission, become work projects of the Department.

3. Capital Improvement Program. The Charter also requires that the Department and the Commission have a major role in proposing priorities for undertaking construction and changes in public facilities or Capital Improvements. A six-year program is prepared annually, based upon requests of all departments. This department also acts as staff to the Capital Improvement Advisory Committee, which establishes priorities for budget requests.

*See Appendix XII for a complete list.

4. Neighborhood Planning. The Department works on an area (district or neighborhood) level through staff members assigned to community planning. In some parts of the city liaison is on a part-time basis with community groups, while in others area improvement plans are prepared.

IMPLEMENTATION

The Zoning Administrator is responsible for administering the division which implements proposals and policies developed by the Plans and Programs Division and by the Planning Commission. This is accomplished by enforcement of ordinances, the City Planning Code, the Subdivision Code and Chapter 31 of the Administrative Code.

The Implementation Division also provides staff for the Information Section which responds to questions from members of the public about zoning and other planning matters.

IMPLEMENTATION: Code Compliance

The Code Compliance unit of the Implementation Division performs the following functions:

1. Adaptation of the Code: hearings of requests for variances from the provisions of the Code; interpretation of the meaning of the Code language when it is unclear on its face or in how it applies to a specific case.
2. Review of Building Proposals and Permit Applications to determine their conformity with Code provisions.
3. Abatement of Violations and implementation of conditions attached to development approvals.

IMPLEMENTATION: Project Review and Environmental Evaluation

The Project Review and Environmental Evaluation unit of the Implementation Division performs the following functions:

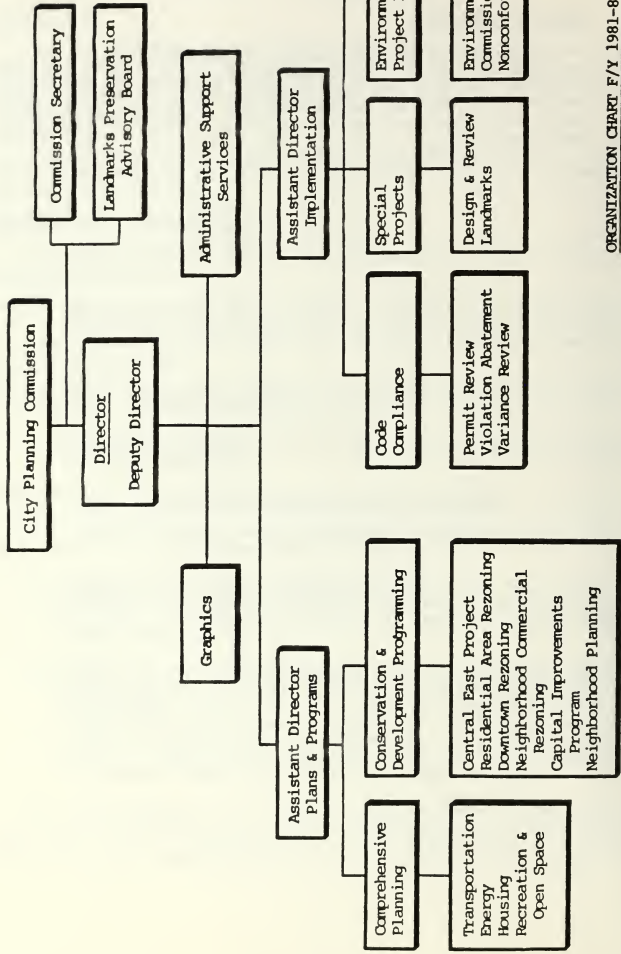
1. Preparation of Cases for Public Hearing before the City Planning Commission on master plan referrals, for amendments to the zoning map and text, nonconforming uses, and proposed subdivisions and condominium conversions.
2. Chapter 31 of the Administrative Code, Environmental Quality is Administered through the Office of Environmental Review in the Implementation Division. This office is responsible for reviewing those public and private projects not exempted by the law to determine their effect on the environment. Those projects determined to have a significant environmental effect must be the subject of an environmental impact report before the project is approved.

The Special Projects unit prepares cases for public hearing before the City Planning Commission for discretionary review of permits, applications for conditional use, and administration of the Code's Historic Preservation Article including recommendations to the Commission and to the Landmarks

Preservation Advisory Board regarding landmark designation and Certificates of Appropriateness.

DEPARTMENT MANAGEMENT

Administrative support for the Department includes personnel management and record keeping, budget preparation and management, accounting services, providing public information, maintenance of the data collection and retrieval system, graphics services, minor legal services where not provided by the City Attorney, and Planning Commission support.



ORGANIZATION CHART F/Y 1981-82
 DEPARTMENT OF CITY PLANNING
 JUNE 1982

plans and programs

housing

The Housing staff were involved in several studies and projects during 1981-1982, including:

1. Revision of Housing Element for the Comprehensive Plan
2. International Hotel Block Development
3. Monitoring of Construction and Demolition Activities
4. Rincon Hill Reclassification
5. Intergovernmental Liaison
6. Public Information

1. REVISION OF THE HOUSING ELEMENT OF THE COMPREHENSIVE PLAN

In late 1981 the housing staff initiated a complete revision of the housing element which incorporated new information from the 1980 Census. A draft of the proposed revision, entitled: Residence: A Proposal for Citizen Review was released in January 1982. An extensive series of community meetings and meetings with neighborhood groups were held to solicit public comments. Based on testimony at these meetings and on written comments from the public, staff revised the proposal and released a new version for public review in June 1982.

A draft environmental impact report (DEIR) on the proposed residence element was prepared and circulated for public review and comment. In addition, a number of public hearings have been held on both the element and the draft EIR. A final EIR is in preparation.

The State Department of Housing and Community Development has indicated that the proposed revisions meet all requirements of state law. Adoption of the element is scheduled to occur before the end of 1982.

2. INTERNATIONAL HOTEL BLOCK DEVELOPMENT

Staff continues to coordinate the development process of the International Hotel Block Site and to assist the Citizens Advisory Committee (CAC) appointed by the Mayor to oversee the project.

The I-Hotel Block Development CAC requested that the Department rezone the block from a C-2 (Community Business) to an R-C (Residential-Commercial Combined) district. The planning staff has initiated that process.

3. CONSTRUCTION AND DEMOLITION

The housing staff continues to monitor the construction and demolition of housing in the city and to publish reports on changes in the city's housing inventory. A monthly update is prepared for the Mayor's Office on new construction, and permit applications and permits issued by the Central Permit Bureau.

4. RINCON HILL RECLASSIFICATION

Pursuant to Planning Commission policy, the housing staff undertakes studies and initiates actions to rezone underutilized nonresidential lands for residential or mixed commercial-residential uses. Reclassification of Rincon Hill, bounded generally by Folsom, First, Bryant and Steuart Streets, is a major reclassification project currently being undertaken by the staff. Staff has been working with an architectural/planning team from the University of California-Berkeley, on a plan for the area since the summer of 1981. Staff is now also completing an environmental impact report on the proposed plan.

5. INTRAGOVERNMENTAL LIAISON

The housing staff serves as the staff to the Mayor's Housing Policy Group (HPG), which is chaired by the Director of Planning. HPG is composed of the heads of the various housing agencies in the City of San Francisco that have some housing-related responsibilities. These individuals meet periodically during the year to discuss housing issues and to formulate policies.

6. PUBLIC INFORMATION

Staff receives an average of 40-50 telephone inquiries from the public every week about housing. The inquiries range from demographic and housing data to City policies on housing. We also are visited from time to time by planning officials, developers, and scholars from other parts of the world.

STAFF:

1 Planner III
1 Planner II

commerce and industry

The Commerce and Industry Section staff was involved in the following major program areas: (1) Downtown Planning, (2) Neighborhood Commercial District Planning, (3) Industrial District Planning, and (4) Coordination and Support Services Related to Economic Development.

1. Revision of Downtown Zoning Controls

The staff continued to work on revisions of the zoning code applicable to the downtown area. Following detailed staff review a revised edition of "Guiding Downtown Development" was published for public review and incorporation into a Comprehensive Downtown Plan and Downtown Environmental Impact Report as well as City Planning Code Amendments.

2. Neighborhood Commercial District Zoning Controls

Staff published the "Neighborhood Commercial Rezoning Study Proposed Zoning Framework" in March 1982, describing a comprehensive approach for a new zoning framework which would have the flexibility to address the needs of each neighborhood commercial district through the application of controls tailored to these districts. Staff then began to draft City Planning Code language to implement the proposal.

3. Waterfront/Industrial District Planning

CECAP Central East Coordinated Action Program

The Central East Coordinated Action Program (CECAP) expands upon the Central Waterfront Study and involves a research effort of the industrially-zoned (M-zoned) areas in the central east area of the city (from South-of-Market to India Basin) in order to monitor the activities and prepare appropriate policies which address the future of these areas. Detailed parcel-specific land use inventory/data collection was completed for much of the South-of-Market area, and will continue to include all M-zoned areas.

A detailed analysis of South of Market land use data showed that even though a substantial change in land uses from industry to office/commercial did occur between 1970 and 1981 the area still contains a large percentage of the city's "blue collar" employment. The concern about the loss of industry and the rate of change led to discussion about possible industrial conservation districts but action will not be proposed until additional studies are completed.

Additional studies and actions taken during the year are enumerated below.

(a) Industrial Rail Survey - 1st Phase

In the central east area, the original rail system and rail-served industrial land was identified and field surveys confirmed how much of that original system was still in place. Land use data provided additional information which enabled a description of those rail-served parcels which may require rail service for their operation.

(b) Printing Survey

Because the printing industry is a major industry in the South of Market being affected by rising land costs, a survey was undertaken (in conjunction with the Mayor's Office of Economic Development) to determine the magnitude of the problem and how it might be addressed. Of the 168 printers identified in the area, 139 responded to the survey. This study concluded that a rapid loss of printing establishments is occurring, particularly large printers, and that some form of support may be necessary to preserve them within the area. A printing center collectively housing many printers together was identified as a possible solution.

(c) Mission Bay

Because of the intent of Southern Pacific Railroad to develop a mixed use project on a 195 acre tract of industrial and rail land which it currently owns, a joint planning process was initiated to guide the project planning.

The staff identified the following issue areas under CECAP study:

- 1) rail consolidation
- 2) employment needs assessment
- 3) industrial preservation/development
- 4) competition for industrial land
- 5) maritime port facilities
- 6) transportation
- 7) urban design
- 8) computerized information system

The next phase of the study will research each of these issue areas, so as to provide a comprehensive base from which to form policy responses.

4. Coordination and Support Related to Economic Development

In conjunction with the Mayor's Office of Economic Development and community groups the Department worked to establish the Showplace Square Area Association and Plan. Also in conjunction with the Mayor's Office of Economic Development, the Department participated in studies of

occupational classification trends, workforce trends and impacts and opportunities presented by the computer industry.

STAFF:

- 1 Planner IV
- 1 Planner I

transportation

During 1981-82, the department completed two federal grant programs and started two additional ones. The new programs encompass vital transportation planning and project implementation regarding a comprehensive approach to downtown circulation, transit preferential treatment, and reducing the impacts of single-occupant automobile use on residential neighborhoods and within the Civic Center. In summary, the transportation staff was involved in the following projects:

- (1) Downtown Transportation Improvement Program
- (2) Transportation Element of the Comprehensive Plan
- (3) Market Street Design/Planning Study
- (4) Comprehensive Downtown Transportation Systems Management Program
- (5) Transit Preferential Streets Program
- (6) Interstate Transfer Concept Program
- (7) Major Projects, Environmental Review, and Commission Cases
- (8) Intra-agency Coordination

Downtown Transportation Improvement Program

The Downtown Transportation Improvement Program, a \$125,000 grant funded by the federal Urban Mass Transportation Administration is to project long-range transportation demand and based upon it, to develop a transportation strategies management (TSM) program for downtown San Francisco. A working paper was completed in May 1982 with the assistance of staff from other city and regional agencies. After the working paper was endorsed by the City Planning Commission (CPC), the city's Transportation Policy Group (TPG), and the Metropolitan Transportation Commission (MTC), it was put to use by MTC in reviewing transit operator's Five-Year Plans. It also has been used to revise the "Guidelines for Transportation Impact Analysis for Environmental Impact Reports."

Following the recommendations of the Pedestrian and Goods Movement Study of the Center City Circulation Program, an "Off-street Freight Loading and Service Vehicle Space Requirements and Guidelines" was adopted by CPC on January 21, 1982. This guideline has been used by the Commission to review new projects on the provision of loading spaces.

Transportation Element of the Comprehensive Plan

The Transportation Element of the Comprehensive Plan was updated and adopted by CPC on June 24, 1982. The new element has two additional components -- the Pedestrian Circulation Plan and the Bicycle Plan. Policies for other plans have also been revised, especially the Vehicle Circulation Plan (previously the Thoroughfare Plan) and the Downtown Plan. The Pedestrian Circulation Plan resulted from an independent study which took account of recommenda-

tions from the Center City Circulation Program. The Bicycle Plan was developed with staff of the Department of Public Works and the Bicycle Coalition, an interest group. The Downtown Plan was revised based on recommendations from various planning studies, especially the Center City Circulation Program and the Transit Preferential Streets Demonstration Program.

Market Street Design/Planning Study

A \$153,000 grant was received by the Transportation Policy Group (TPG) to study a number of issues related to Market Street. The study was carried out by the Planning Department in cooperation with MUNI, DPW, and the Police. The future of surface rail operation on Market Street was the principal issue to be examined. Related matters include the configuration and extent of four sets of overhead trolley coach wires; the location and design of permanent loading islands to serve center lane transit; modifications to the Market Street Beautification Plan to provide for permanent overhead wire poles, improvements to shelters and crosswalk designs, and adjustments necessary to accommodate four lanes of transit. The six month study was completed in June 1982. A joint meeting of the City Planning and Public Utilities Commissions reviewed the study and recommended to the Board of Supervisors retention of streetcar tracks and permanent loading islands as amendments to the 1968 Market Street Beautification Plan.

Comprehensive Downtown Transportation Systems Management Program

During FY 1981-82, the Department of City Planning secured a new grant from the federal Highway Administration on behalf of the city's Transportation Policy Group. The \$400,000 grant will support the implementation of a Comprehensive Downtown Transportation Systems Management program consisting of a transportation brokerage program, pedestrian safety capital improvements, and parking enforcement measures. The Department has retained a consulting firm to assist in the Brokerage Program. Transportation Systems Management Plans, or commute alternatives programs for office workers in new downtown office buildings are expected to result from the transportation brokerage planning effort. Specific pedestrian safety improvements on downtown streets, as recommended by the Center City Circulation and Pedestrian Safety Programs, will be completed under the CDTSM Program. Parking enforcement programs will include evaluation and reallocation of yellow curbside truck loading zones for greater efficiency within the financial and retail districts of downtown. The grant will provide additional funds to the Police Department for increased enforcement of parking regulations within the downtown target area. The CDTSM program extends to December 31, 1983.

Transit Preferential Streets Program

The Department continued to staff the interagency Transit Preferential Streets Committee which oversees this important aspect of the city's Transit-First policy. During the initial year demonstration all-day transit lanes were approved and installed in Sutter, Post, Geary, and O'Farrell Streets for a one-year test.

Interstate Transfer Concept Program

Parsons, Brinckerhoff, Quade, and Douglas was selected as the consultant to prepare an Environmental Impact Statement for the range of transportation capital project alternatives to be ultimately included in the program. The contract between the consultant and a joint client, including U.S. DOT, Caltrans, MTC, and the City, was signed on February 26, 1982. The consultant started its work on March 16, 1982. Phase 1 of the study which includes a public scoping process, and the examination of a long list of all possible alternatives for transportation improvements has been completed.

Major Projects, Environmental Review, and City Planning Commission Cases

Transportation staff continued to provide technical and policy analysis for transportation-related aspects of Environmental Evaluation and Environmental Impact Reports. Staff also made significant contributions in the review of major public and private development proposals and helped to formulate recommendations on City Planning Commission cases. Staff also worked closely with regional and state agencies, local and state elected officials to implement construction of a new interchange with Interstate 280 at Islais Creek. Efforts also continued to implement reconstruction of the Embarcadero Roadway from Bay Street to Broadway to include a median for future light rail transit.

Intra-agency Coordination

Transportation staff continued to work with other government agencies and interagency committees on issues of concern to the Department. The staff participated on ISCOTT*, the FAU** Review Committee, the Embarcadero Task Force, the SFO Airport Ground Access Committee, the Project Steering Committees of the Downtown Transportation Improvement Program and the Market Street Planning/Design Study, and the Urban Consortium; and continued its support of the Transportation Policy Group. Liaison was maintained with MTC, Caltrans, BART, the San Francisco Bay Area Transportation Terminal Authority, and all major transit operators in the region. Continuing input was provided to the Board of Supervisors on transportation-related issues.

STAFF:

1 Staff Assistant VI
1 Planning Coordinator 0.5 year
1 Transit Planner IV
1 Transit Planner IV 0.5 year
1 Transit Planner III
1 Planner III -- Transportation
1 Transit Planner II 0.25 year
1 Clerk Steno 0.67 year

* Interdepartmental Staff Committee on Traffic and Transportation
** "Federal Aid, Urban" deals with funding for streets and transit.

neighborhood planning

Neighborhood Planning is working with community groups in identifying their needs, problems, and opportunities for improvement and developing implementation plans and strategies to meet community goals. Since the late 1960's, the Department of City Planning has staffed a neighborhood planning section to assist in the improvement of various high need communities. Some of the neighborhoods where comprehensive improvement plans were developed include Bayview Hunters Point, Chinatown, Mission and the North of Market. Implementation of these plans are now underway. Therefore, comprehensive improvement plans are no longer being developed by staff, but implementation is the major activity.

The main instrument used to implement these comprehensive neighborhood improvement plans is the Community Development Block Grant (CDBG) program, administered by the Mayor's Office of Housing and Community Development. Until recently, OHCD received (from the Department of Housing and Urban Development) approximately \$30 million for each year since the beginning of the program in 1975. These monies were earmarked mostly for physical improvements in high need communities. With recent Federal cutbacks in the CDBG program, the City allotment for the 1982 calendar year fell to \$23 million, and for 1983 the City will receive approximately \$20 million. Staff support has reflected these program cuts. For 1983 there will be 3 positions in direct support of the CDBG program, a cutback of 7 professional positions.

Presently, DCP staff supports directly the Mayor's Office of Housing and Community Development in developing the Community Development Block Grant Program in the following program activities:

Program Development and Evaluation - Activities include liaison and outreach services, technical assistance to citizen groups, and individuals wishing to submit proposals for CD funding. Through this work assignment, staff participates in the development of the annual Community Development program. In addition, staff participates in the program evaluation of proposals that seek CD funding. This process is completed annually and forms the basis of the CD program.

Implementation of Public Improvement Programs - In order to insure that neighborhood improvement programs proceed in accordance with community desires and on schedule, staff provides initial input to the programming of public improvements, monitors progress and facilitates the communication between the community and City government. Those areas where intensive implementation activity continues are North of Market, Inner Mission, Bayview Hunters Point, and Chinatown.

Housing - The primary focus of the Community Development Block Grant program is to preserve the existing housing stock and to develop new housing. The Neighborhood Planning Staff evaluates housing needs, both citywide and in high need neighborhoods and develops appropriate housing programs. Staff coordinates the implementation of housing programs with other OHCD housing staff.

Special Projects - On occasion, the Mayor's Office of Housing and Community Development may require the completion of projects either not envisioned or not easily placed in the category of public improvements, housing, or program development and evaluation. These are called "special projects". Special Projects completed in the past include some special studies in environmental evaluations, and historic preservation review.

Program Approach and Staff - To achieve maximum coordination and efficiency in support of the Community Development program: the neighborhood planning staff has been physically located in the Mayor's Office of Housing and Community Development.

The Deputy Director for Community Development is directly responsible for the coordination of the neighborhood planning staff.

STAFF:

- 1 Planner IV
- 1 Planning Coordinator
- 2 Planner II's

capital improvements

The annual six-year Capital Program report is developed by the Department of City Planning in close participation with other City departments. It is comprised of Capital Improvement project requests for 1982-83 and the following five years for all departments and funds. Each project included in the Program has been reviewed by the Department for conformity with the Master Plan. The report is part of the Six-Year Capital Expenditure Plan included in the Mayor's Budget for fiscal year 1982-83.

The Department also provides staff assistance to the Capital Improvement Advisory Committee to assure continuity in the capital programming function.

STAFF:

1 Planner IV, 0.5 year

recreation and open space

In July 1982, the City Planning Commission and the Recreation and Park Commission, meeting jointly, approved the annual program for the Open Space Acquisition and Park Renovation Fund. The program allocated \$6,597,147 for the development and maintenance of park and recreation facilities.

Also during the 1981-82 fiscal year the Department has begun to revise the Recreation and Open Space Element of the Comprehensive Plan. The following issues have been identified as primary concerns:

- the development of programs for recreational uses of the waterfront
- The initiation of a citywide reforestation program
- shifting emphasis from acquisition to development/renovation of open space
- the development of a walking trail system
- the development of programmatic concepts for McLaren Park

In addition, efforts are underway to develop an open space plan as a component of a comprehensive plan for the downtown area of the city.

The goal supporting this open space planning effort is to devise a consistent and equitable open space system which will guide the allocation, dimensions, and quality of future open space. The strategy will be based upon existing and anticipated user needs which consider the distribution and quality of existing open space. It will take into account the three basic functions of downtown open space:

- to provide a space for recreation
- to provide natural elements as contrast to the built-up environment
- to structure the cityscape, set accents, and make downtown livable.

STAFF:

1 Planner IV, 0.5 year

energy

The Energy staff of the Comprehensive Planning Section is responsible for developing overall policies and programs to manage local energy resources. During 1981-82, staff was involved in the following major program areas:

- (1) Energy Element for the Comprehensive Plan
- (2) Residential Energy Conservation Ordinance
- (3) Transportation Energy Impact Assessment
- (4) Public Housing Energy Conservation
- (5) Off-Shore Oil Leasing Impacts

Energy Element For The Comprehensive Plan.

An energy element to the City's Comprehensive Plan was completed and adopted by the San Francisco Planning Commission on June 3, 1982. This element outlines policies and objectives for managing both energy demand and costs for various sectors of the local economy. As part of this effort, the Energy group staffed a 16-member Citizens Committee, appointed by the Mayor and Board of Supervisors, and given the mandate to review local energy issues. The Committee produced two reports which included over 100 recommendations for reducing energy in both municipal and community operations. The Planning Commission endorsed the Community report as a strategy and program guide for implementing the Energy Element.

Residential Energy Conservation Ordinance.

Staff assisted in background research for a Residential Energy Conservation Ordinance. It was subsequently enacted by the Board of Supervisors and signed by the Mayor in February, 1982. The ordinance requires residential property owners to provide certain energy conservation measures for their buildings. The intent is to lessen the impact of rising energy costs on renters and homeowners alike. Owner compliance with the ordinance is required under the following circumstances: as a condition for building resale, utility metering conversion, major building improvements, condominium conversion and complete apartment building and hotel inspection.

Transportation Energy Impact Assessment.

Under a grant from the Urban Consortium, staff developed a methodology for assessing transportation energy demand associated with new high rise office buildings. In essence, the report identifies transportation-related energy requirements associated with new office projects, examines pressures placed on the existing transportation network, and recommends mitigation strategies to effectively reduce overall energy demand. This work was part of a program coordinated by the Urban Consortium Energy Task Force, to establish a methodology for assessing the impacts large development projects place upon a community's energy supplies.

Public Housing Energy Conservation.

A study was initiated, in conjunction with the San Francisco Housing Authority (SFHA) and Pacific Gas & Electric Company (PG&E), to assess the impact of utility costs on the Authority's annual operating budget. In 1981, energy costs comprised 40%, or 8 million dollars, of the Authority's annual operating budget. Energy audits were conducted on the City's 7,000 public housing units to determine energy cost reduction opportunities. Research is continuing on private investment opportunities for reducing operational utility expenditures. A final report will be available by December, 1982.

Off-Shore Oil Leasing Impacts.

Under a California Coastal Commission grant, staff is evaluating and commenting on off-shore oil leasing issues as they impact San Francisco. To reinforce this effort, the City Planning Commission adopted an amendment to the Environmental Protection Element of the Comprehensive Plan calling for protection of sensitive economic and environmental resources in Northern California offshore coastal areas threatened by oil development. Staff will continue to participate in State Coastal policy review during 1982 to ensure that local concerns are taken into account by Federal decision-makers.

STAFF:

- 1 Planning Coordinator
- 2 Planner III, 0.5 year
- 1 Planner II, 0.5 year

**implementation:
code compliance**

zoning information

The Comprehensive Plan is implemented largely through the enforcement of the City Planning Code, the zoning ordinance of San Francisco. Zoning is defined as the partitioning of a city by ordinance into sections or zoning districts reserved for different purposes, primarily residential, commercial or industrial. In addition to establishing zoning districts for the use of property, the Planning Code, and the Zoning Map accompanying it, provide standards for the height and mass of buildings, yards and open spaces, off-street parking requirements, sign requirements, landmark preservation, and the procedures for amending and appealing actions by the Department of City Planning and the City Planning Commission on these matters.

Under the Charter, the Zoning Administrator has the responsibility for implementation action and enforcement of the City Planning Code. The functions described in this chapter are part of that responsibility.

Zoning Information Service

The Department maintains an information counter which people can visit or call from 8:30 A.M. to 12 and 2:00 P.M. to 5:00 P.M. five days a week to find out how zoning regulations affect property. Since this counter is the first point of contact for most people who have business in the Department, it also serves a very important public relations function for the City. Hundreds of summaries, reports, pamphlets, schedules, reprints and flyers are distributed to the public each week.

Approximately 15,000 telephone calls and 8,500 office visits are handled annually by the receptionists and planners assigned to duty at the counter. In addition to verbal inquiries, the Zoning division answers about 200 written inquiries each year.

The information staff provides additional service to the community by making presentations to firms and associations, explaining the Comprehensive Plan, the Planning Code and the permit review process. Briefings to visiting officials of other nations on planning and zoning are regularly provided at the request of the federal International Communication Agency and consulates.

The Civil Service Commission presented the information section with a citation of merit for its work in serving the citizens of the City.

The amount of ad valorem staff time assigned to answer inquiries was equivalent to two person years.

legislation

The Zoning Administrator is charged with the preparation of studies of the effectiveness of the provisions of the City Planning Code and makes recommendations to the Planning Commission and Board of Supervisors of appropriate amendments to the zoning maps and text of the Code. During this fiscal year the Commission acted upon the following Planning Code amendments:

1. The Commission recommended disapproval of three interim controls initiated by the Board of Supervisors that would have modified interim zoning controls regulating Downtown San Francisco consisting primarily of the C-3 zoning districts. As a result of the Commission's actions the proposals were tabled by the Board of Supervisors.

In summary the three proposals were: a) a 2-year prohibition in the issuance of permits for office buildings in C-3 districts and conditional use requirement for office buildings over 20,000 square feet in area in other zoning districts.

b) A 2-year limitation on the amount of office space permitted in the Downtown area of 1.5 million square feet per year, and c) Implementation of portions of "Guiding Downtown Development", authored by the Department of City Planning and dated May 1981.

2. The Planning Commission recommended that interim Downtown zoning controls limiting the use of floor area ration bonuses and premiums to residential or hotel floor area authorized under conditional use procedure by the Commission adopted by the City in July 1980 be extended to March 1983. The Board of Supervisors approved the extension.
3. The Commission recommended and the Board of Supervisors approved a one year extension of interim neighborhood commercial special use districts to October 1982. In addition in response to a proposal initiated by the Board of Supervisors the Commission recommended and the Board approved special use authorization of commercial offices on the third floor of buildings in the Fillmore Street Neighborhood Commercial Special Use District where such offices did not displace residential units.
4. The Commission initiated and the Board of Supervisors adopted an amendment to the use provisions of the Planning Code making all off-street passenger terminals for mass transportation conditional uses in all commercial and industrial zoning districts where previously certain modes of transportation were principal permitted uses in industrial districts.

STAFF:

Planners at all levels were involved for a combined total of 0.5 year.

institutional master plans

Under the City Planning Code, the Department of City Planning is responsible for securing and making publicly available master plans for all hospitals and institutions of higher learning within the city. During the past year this has been done by maintaining informal contact with the major institutions and by reviewing master plan documents as they are submitted rather than by developing a structured program demanding formal reports by specific deadlines.

No revised institutional master plans were filed or heard during the 1981-82 fiscal year. However, the Pan-Med Medical Office Building was reviewed by the staff member assigned to institutional master plans because it represents the implementation of Pacific Medical Center's 1977 institutional master plan as updated in 1979 and 1981. The conditional use review of this building resulted in City Planning Commission approval in April of 1982. That approval was on appeal to the Board of Supervisors at the end of the fiscal year.

permit review

Substantial staff effort is expended on counseling applicants on providing proper plans and plan modifications to meet code standards. Service to the citizen/client has been greatly improved during the past year as a more adequate number of professionals are available for this function. This is the Department's most basic point of interaction with the citizen/client.

The past year has had two events which have greatly improved service to the public in permit processing: 1) The move of the Department to 450 McAllister Street has resulted in one-stop permit application and review process for the applicant and 2) the permit tracking system has provided for better workload management and control helping to further reduce processing time.

A total of 6,068 permit applications were reviewed during the year, including those for 329 new buildings and 2,558 for alterations to existing buildings. See Appendix IV for full statistics.

STAFF:

1 Planner III 0.5 year
1 Planner II
2 Planner I

variance review

The Zoning Administrator conducts public hearings, after due notice, on requests for variances from the strict application of certain quantitative standards in the City Planning Code. Standards controlling building location, off-street parking, and lot size, for example may properly be the subject of variance applications. Standards controlling the use of buildings and land, height and bulk of structures, and types of signs allowed, however, may not be varied by this procedure, but, instead, are properly the subject of review and action by the City Planning Commission.

During the past fiscal year 1981-82, the Zoning Administrator issued decision letters for 165 variance applications, compared with 121 for preceding fiscal year 1980-81. Although that significant increase is partly a result of efforts to reduce the backlog of applications that were undecided (pending) at the beginning of the period, it also reflects a 13 percent jump in the number of new variance applications filed.

A statistical analysis of the number and types of variance applications heard and decided by the Zoning Administrator during the past fiscal year is contained in Appendix II. As the analysis shows, 72 percent of the variance requests were granted. This statistic alone, however, conceals the fact that many variances were granted subject to conditions of approval which brought the proposal closer to compliance with the Code or otherwise reduced the effect or impact of the variance.

STAFF:

- 1 Planner II, 0.25 year
- 1 Planner III, 0.25 year
- 2 Planner IV, each 0.50 year

board of permit appeals

The Board of Permit Appeals is empowered to hear appeals from the Zoning Administrator's decisions and determinations as well as from the City Planning Commission's decisions resulting from the exercise of discretionary review over building permit applications. In hearing these appeals at its weekly meetings, the Board determines whether or not the actions taken by the Department resulted from proper exercise of authority or discretion.

Department staff appeared before the Board as respondent or co-respondent in 84 appeals filed during past fiscal year 1981-82. The Board voted to sustain the Department's position in 70 percent of the matters appealed and to overrule in 23 percent. The remaining appeals were withdrawn before the Board took action. Appendix III contains a summary of the subject matter and disposition of appeals filed during the fiscal year.

Staff time that must be devoted to preparing for and participating in appeal proceedings is significant. This is especially true in that many appeals are continued for further hearing at subsequent Board meetings or are re-heard if warranted by newly offered evidence.

STAFF: 1 Planner V and 1 Planner IV shared the responsibility and participation in this activity.

violation abatement

Violation abatement continued to be drastically curtailed this year as it had been 1980-81. Again, most of the abatement activities of the Department were conducted in conjunction with the permit review and processing function. Lack of staffing due to Civil Service problems with the Planner II list and required salary savings resulted in the positions assigned for enforcement activity being vacant. The staffing was so sporadic that even record keeping was affected. The records indicate that approximately 100 new cases were opened and fewer than 10 cases closed. Staff support was provided to the City Attorney's office for followup of existing cases but no new cases were referred.

An improved systematic view of Automobile Wrecking operations was initiated and enforcement coordination with the Police Department was improved.

STAFF:

1 Planner III 0.30 year
1 Planner II 0.20 year

implementation:
environmental and
project review

The Office of Environmental Review and Commission Cases Section are consolidated as one program area in order to provide more comprehensive administration and project management. This strengthens the bond between environmental review and planning analysis and reduces duplication of staff effort. The program area discussed below, therefore, includes the Office of Environmental Review and the Commission Cases Section, with a budgeted staff of 19 at the end of the fiscal year. Towards the end of the fiscal year these two areas, formerly physically separated in two buildings, were consolidated into one location in the Department's new offices.

commission cases

This section handles a large variety of projects which are characterized by requirements for either City Planning Commission action or, where delegated by the Commission, staff review for conformity with the Comprehensive Plan. During this fiscal year responsibilities included (1) reclassifications (rezoning) of property and front set-back modifications, (2) conditional uses (3) land, condominium and conversion subdivisions, (4) master plan referrals involving public property, and (5) text amendments to the City Planning Code. These discretionary actions of the Department rely upon objectives and policies of the Comprehensive Plan, and criteria of the City Planning Code, to approve or disapprove projects.

Staff support for these projects includes maintenance of records, investigations and field trips to properties, provision of public notice, preparation of case reports, memoranda and draft resolutions, presentation of cases and recommendations to the Commission, preparation of final Commission resolutions, transmittals as required to the Board of Supervisors, and appropriate presentations at Board hearings. The section also has responsibility in the scheduling of these and other types of projects before the Planning Commission.

reclassifications & set-back modifications

Reclassifications and set-back modifications are legislative actions, requiring Board of Supervisors' adoption following Planning Commission action. A reclassification of property changes either the Use District or the Height and Bulk District within which a property is located, and in so doing amends the official Zoning Map of the City. This has fundamental implications for how a property may be developed: whether residentially, commercially or

industrially, at what density, at what size and height. A front set-back modification affects the distance from the street property line where a structure can be built. This legislated front set-back is independent of the Planning Code requirements for averaging front set-backs of abutting properties to determine when construction can commence.

conditional uses

Conditional uses require approval by the Commission subject to specific Planning Code criteria, which include a finding that the proposed use must be necessary or desirable for, and compatible with, the surrounding community. These conditional uses run the gamut of churches and childcare facilities to conversion of dwellings to offices and planned unit developments.

neighborhood commercial special use districts

There are currently ten Neighborhood Commercial Special Use Districts as follows: Union Street, Sacramento Street, Haight Street, Fillmore Street, Upper Market Street West, Upper Market Street East, Castro Street-Eureka Valley, Valencia Street, 24th Street-Noe Valley, and 24th Street-Mission. The Union Street Special Use District was the first such Special Use District, enacted by the Board of Supervisors and signed by the Mayor in June 1980; the other nine districts were enacted in September 1980.

The Special Use Districts establish, in addition to existing C-2 (Community Business) district controls, a set of special controls to regulate the size, density and other design and operational aspects of bars, restaurants, fast food establishments, places of entertainment, financial institutions, hotels, upper story uses, and other retail, commercial and office uses.

Each Special Use District imposes a system of quotas which establishes the maximum number of bars, restaurants, fast food establishments, licenses for off-sale liquor and financial institutions permitted without special review by the Zoning Administrator or City Planning Commission. Applicants above the threshold level may apply for special use approval. In addition, these and other retail and personal service establishments are permitted when they do not exceed certain floor areas and street frontage thresholds, and are subject to Special Use approval when they do. Other uses such as dance halls, cabaret licenses, parking lots, hotels, and parking garages are not permitted as a principle use and are subject to special use authorization. Every district does not necessarily have the same special use controls for each use, as the regulations vary according to the particular need of each district.

During this year there were 52 Special Use applications, 43 of which were approved, five disapproved, two pending and two which were not required to file an application. The majority of applications are processed within one and one-half months from the time of submittal.

The Neighborhood Commercial Special Use Districts are interim controls until April 1983. At which time, the proposed Neighborhood Commercial Districts will supercede the Special Use Districts with permanent controls.

subdivisions

Subdivisions include divisions of land, new condominiums, and condominium conversions. All subdivisions must be reviewed for consistency with the Master Plan (Comprehensive Plan) under the City Charter, the Subdivision Code and State Law. The City Advisory Agency (Director of Public Works), in acting on subdivisions, must disapprove any subdivision found to be not consistent with the Master Plan, and must impose any conditions established for consistency with the Master Plan. The final decision rests with the Board of Supervisors on appeal. The Department conducted a survey of past condominium conversions, to provide information to the Board of Supervisors as they considered revisions to the Subdivision Code during this period.

master plan referrals

Master Plan referrals are a tool provided by the Charter for realization of the objectives of the Comprehensive Plan. Through the referral procedure, the Department helps guide the development of publicly-owned properties and facilities. This procedure requires, for example, that before a City Department can acquire or sell land, it must refer the matter to the Department of City Planning to determine whether such action is in conformity with the Master Plan. The Department then forwards its finding to the initiating agency and to the Board of Supervisors for their consideration before final action on the proposal.

See Appendices V and VI for the applications processed during this year.

STAFF:

- 1 Planner V, 0.5 year
- 1 Planner IV
- 2 Planner III
- 1 Planner III, 0.75 year
- 1 Planner II
- 1 Planner I
- 1 Clerk Stenographer
- 1 Clerk Typist

office of environmental review

The Department's Office of Environmental Review (OER) carries out environmental review for all departments and agencies of the City and County of San Francisco, in compliance with the California Environmental Quality Act (CEQA), the State EIR Guidelines, and Chapter 31 of the San Francisco Administrative Code, and the National Environmental Policy Act (NEPA). Environmental review is one of several areas of review by the Department which provide input to decisions. In administering environmental review, the Department provides a process which is efficient and responsive to various public needs, and which has priorities which conform to Master Plan goals and objectives as well as to State Law and Federal Law.

Environmental review is a process directly shaped by legal requirements and it must, therefore, be orderly, procedurally correct and well-documented. The product of this process requires full public scrutiny to meet the spirit of the law in accurately informing project sponsors, the general public and decision-makers about the environmental impacts of projects. Revision of City environmental procedures is ongoing, due to changing provisions in State law, court decisions, and administrative efforts to make the environmental review process more efficient and more consistent in its operation.

Litigation on environmental review documents became a major factor, as several EIRs and negative declarations for office buildings were appealed to court. This put greater demand upon maintaining consistency between documents, upon fully responding to all public comments and maintaining project records. A trend of office growth downtown became firmly established. Accordingly, the cumulative impacts of all office development downtown assumed much greater importance in environmental documents, and more environmental impact reports were required for such projects.

Accompanying the litigation on office buildings was an unprecedented number of appeals of negative declaration, totalling 33, more than the total of the two preceding years. During this year 17 draft EIRs were prepared, more than any year since fiscal year 1972.

See Appendix VIII for the applications processed during this year.

STAFF:

- 1 Planner V - Environmental Review Officer, 0.5 year
- 1 Planner IV-Environmental Review, 0.75 year
- 2 Planner III-Environmental Review
- 1 Planner II
- 1 Transit Planner II, 0.8 year
- 1 Copy Reader
- 1 Planner I
- 1 Junior Management Assistant
- 1 Clerk Stenographer
- 1 Clerk Typist
- 1 Environmental Review Analyst (on assignment from Clean Water Program)

non-conforming use program

Continued emphasis this year was on the disposition of conditional use applications filed seeking continuation of certain non-conforming uses (NCUs) beyond a 1980 termination date established by the Planning Code in 1960. The 1978 Residential Zoning Study removed this termination date for most NCUs, and provided for the remainder to have the termination date altered subject to case by case conditional use review. Due to the almost 200 applications filed in addition to the normal conditional use load, the Planning Commission delegated the public hearing process for these NCU conditional uses to the Zoning Administrator, with the final decision remaining with the Commission.

The Zoning Administrator held public hearings on 50 such applications this year, 38 for NCU's subject to termination, and 11 for less intensive commercial uses which did not choose to comply with conditions of operation which, if met, would have eliminated any termination date. Of the 38 NCU's subject to termination, 34 were approved for continuation and 4 were disapproved. Of the 11 requests for modification of conditions of operation, mostly to allow operating hours after 10 P.M. and projecting signs, 10 were approved and 1 was disapproved.

Among the 19 nonconforming use sites for which continuance of the nonconformity was disapproved in fiscal year 80/81 and 81/82, of non-neighborhood uses, are 16 sites that have a residential potential of 166 new dwelling units under density standards of the Planning Code.

Also during this fiscal year 75 NCU's were terminated for reason of discontinuance.

Various applications processed during this year are shown in Appendix V.

STAFF:

1 Planner III, 0.70 year
1 Planner II

major projects review

The Major Projects Review Section is responsible for coordinating the review of major proposed buildings which are under consideration by the Department. For new projects, such review includes initial contact and subsequent communication with developers, community groups and other agencies, and proceeds through all aspects of a project's development. Internal staff coordination for such projects often includes review of environmental evaluation and environmental impact reports, checks for compliance with the City Planning Code, review of conformity with Comprehensive Plan provisions, consideration of possible discretionary review and preparation of case reports, resolution, and staff recommendations to the City Planning Commission. Subsequent to action on a project by the Department or Commission, it is the responsibility of the Major Projects Review Section to provide follow-up review to assure conformity with conditions established as part of approvals. The section also processes demolition, alteration and building permits related to the projects for which it had coordinated the previous review.

The chief functions of the Major Projects Review Section are:

1. To coordinate the review of major development projects:
 - a. Downtown office, commercial and mixed use projects
 - b. Large projects in neighborhood locations
 - c. Projects in special use districts
 - d. Residential Projects that are large scale or in sensitive locations
2. To review all projects of certain types and at certain locations:
 - a. School Sites and other public lands
 - b. Locations for which the City Planning Commission has established a policy of discretionary review (Downtown, Market Street, Bernal Heights, etc.)
 - c. Projects in certain neighborhood commercial districts or residential areas which are singled out for special review.
3. To coordinate the review of Certificate of Appropriateness for alterations of Landmarks and other architecturally worthy buildings.
4. To develop general urban design guidelines and procedures for review of future building projects.
5. To develop proposals for amending the Planning Code and height and bulk controls, particularly as they relate to large scale projects and downtown development.

Major Projects

During fiscal year 1980-81, the major projects section brought 30 major development proposals to the Planning Commission, 25 of which were in the Downtown Area and five in other parts of the city. The major proposals brought to the Planning Commission totaled 22 office projects for 3.8 million square feet, two hotel projects with 1,025 rooms and four residential projects including two mixed-use office projects, totaling 710 housing units.

The overall work load for the major projects section of four professionals included monitoring approximately one hundred office and commercial projects totaling over 20 million square feet, nine hotel projects totaling approximately 4,000 rooms, and 47 residential projects totaling 5,600 units.

Planning Guidelines

During the course of the fiscal year, section staff made extensive contributions and amendments to "Guiding Downtown Development", a comprehensive report which makes staff recommendations regarding proposed controls for managing future downtown development. Major input was in areas of general land use and density control, urban design, preservation and housing.

In addition site specific guidelines were prepared for numerous projects, including Ocean Beach Estates, Silverview Terrace, and the block bounded by Mission, Market, First and Second Streets (Stevenson, Jessie, Anthony alleys). The section continued its coordination with the San Francisco Redevelopment Agency on their projects in YBC and the Western Addition, and cooperated with the Port Commission in the development of plans for the Ferry Building and Roundhouse rehabilitation projects.

Management

To provide an expeditious, responsive and systematic review of major development proposals, the major projects section has continued to allocate specific blocks of time for weekly meetings with project sponsors for internal staff review and policy development with respect to projects. This process is coordinated with the various sections within the department, including Environmental Review, Long Range Planning, and Code Implementation to insure thorough, comprehensive and timely review of projects.

See Appendix VII for a listing of major projects reviewed during this year.

STAFF:

1 Planner IV	1 Planner V, 0.5 year
1 Planner III	1 Planner II
	1 Planner 0.5 (Intern)

landmarks

Fiscal year 81-82 saw the Landmarks Preservation Advisory Board (LPAB) conduct over 90 hours of public hearings. During these hearings 13 buildings were reviewed for landmark potential. From these cases, 11 structures were recommended to the City Planning Commission for landmark designation. These hearings, in addition to meetings of the Architectural Review Committee, processed 21 Certificate of Appropriateness applications for alterations to existing City landmarks.

The Board continued its policy of thematic groupings of potential landmarks. This approach is designed to facilitate evaluation by decision makers in the designation process, and to broaden the range of landmarks in the city and county. Such groupings during the last year include two flatiron downtown office buildings and two auto showrooms on Van Ness Avenue.

The LPAB continued its commitment to dealing with significant structures whose futures are uncertain and has identified potential landmarks within proposed development projects.

At the request of the State Historic Preservation Officer, the LPAB reviewed five National Register nominations. As part of their routine check of environmental evaluation documents, the Board reviewed Negative Declarations and Environmental Impact Reports to ensure complete discussion of architectural and historical resources. Board Members and the Secretary continue to provide information on the activities of the Board as well as general preservation issues to the public, press, and other City agencies.

STAFF:

1 Planner II

department management

A sizable effort is required to manage the Department with its various funding sources and significant work program. Substantial administrative support is necessary for the operating divisions of the Department. This effort includes giving advice, processing forms, maintaining the planning data base, maintaining records and producing manual labor to provide necessary services in the areas of personnel, training, public information, supplies, space allocation, building and equipment maintenance data, graphics and legal services, time and budget accounting, space allocation and Planning Commission and Director support. Over the past Fiscal Year Department Management has continued efforts to minimize the administrative overhead needed to carry out these broad responsibilities by improving the coordination and integration of staff work activities.

A major step toward optimizing integration of staff work activities occurred during Fiscal Year 1981-82 with the physical consolidation of all City Planning staff into one location at 450 McAllister. Before this move, the staff had been working at three different locations. The move not only served to improve internal integration of staff work activities, it also served to improve coordination of these activities with related permit processing activities of the Department of Public Works which are also located at 450 McAllister. Department Management is presently seeking to capitalize on the advantages of physical consolidation by establishing a more efficient system for internal and external communications and for coordinating and directing staff work activities.

The expanded use of computerized techniques has also enhanced the efficiency and effectiveness of the Department's performance. Department Management was instrumental in providing programming support to integrate City Planning permit processing into the Bureau of Building Inspection's Tracking System.

The Department's computer is used for personnel accounting information. Further progress in these areas is anticipated over the present and coming Fiscal Years.

The City's Management by Objectives (MBO) system was initiated in the Department in Fiscal Year 1981-82. Department Management is responsible for evaluating the performance of the Department through this system. It makes quantitative assessments on a quarterly basis of the extent to which the operating divisions are meeting specific annual performance objectives and of the extent to which administrative support is provided to the Commission and training opportunities provided to staff in a prompt and effective manner. In effect, the MBO system serves as the basis by which Department Management identifies, analyzes, and meets problems and needs when they occur and assures that the Department maintains progress on its performance amid changing funding requirements and work demands.

information systems

(1) 1980 Census Activities

Using computer tapes purchased from the Bureau of the Census, the section began the processing of 1980 Census information. In March 1982, San Francisco became one of the first jurisdictions in the Bay Area to release data from the first 1980 summary tape file. The computer funds were distributed to various city agencies and to the Public Library where they were made available to interested citizens. The section acted as a clearing house for Census information, giving advice to staff, other agencies, and members of the public. A series of analyses of the 1980 information, comparing it to other jurisdictions in the Bay Area and with earlier Censuses is planned. Topics include studies of the housing market, employment patterns, etc. The section will continue to process the tapes as they are released from the Bureau.

(2) Support for Departmental Projects

Systems development, data base organization and programming assistance was furnished for several projects in the Department. Among these were the Central Waterfront project, the North of Market study, and the Van Ness Avenue study. Each of these required interaction by the section staff with the client -- the planner in charge of the project -- to develop a system that would store, compute, and report in the desired format, data germane to the study. This interactive relationship made possible in the last two projects named, analysis far beyond the manual capabilities of the staff available for the project.

The result should be measured not simply in the person weeks of time saved through the elimination of repetitive "number crunching" tasks by staff persons, but the availability of accurate data that simply could not have been delivered by staff people within the time constraints of the project. This ad hoc and interactive use of the computer provides for an exciting enhancement of staff capabilities. However, even more important, the Department through these individual projects is beginning to build an important data base for further planning applications and studies. The important task for the coming year is the integration of data base and programs to provide the Department with the analytical capabilities required for substantial planning programs.

Administrative programs were supported to the degree staff were available to maintain them. New projects are planned which will provide management with more control over the inventory of projects processed by the Department. The Capital Improvement Program continues to be processed by the computer, requiring a minimum of staff effort for its annual preparation and report generation.

(3) Development of a General Property Information System

Interest in this project has been revived in the Mayor's Office and the Department is involved. Liaison is maintained by the staff of the Information Systems section, and it is hoped that within the coming year, the considerable effort already spent in bringing this system into being will bear tangible results.

STAFF:

1 Planner IV

appendices

APPENDICES

- I STATISTICAL SUMMARY
- II ZONING ADMINISTRATOR DECISIONS ON VARIANCE APPLICATIONS
- III BOARD OF PERMIT APPEALS DECISIONS
- IV PERMIT PROCESSING
- V COMMISSION CASES
- VI MASTER PLAN REFERRALS
- VII MAJOR PROJECTS REVIEW
- VIII ENVIRONMENTAL REVIEW PROCESS
- IX FUNDING SOURCES
- X SUMMARY OF MBO PERFORMANCE
- XI SIGNIFICANT RESOLUTIONS BY CITY PLANNING COMMISSION
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ACKNOWLEDGEMENTS

APPENDIX I
1981-82 ANNUAL REPORT

STATISTICAL SUMMARY

	<u>1981-82</u>	<u>1980-81</u>	<u>1979-80</u>	<u>1978</u>
CITY PLANNING COMMISSION CASES				
Regular and Special Meetings	55	51	55	5
Total number of resolutions acted upon	408	405	312	
Planning Code Cases				
Zone Changes	32	50	43	5
Conditional Uses	156	179	277	8
Discretionary Reviews in Lieu of				
Conditional Use	0	0	6	
Special Uses		23		
Setbacks	1	1	3	
Text Amendments	15	15	18	
Discretionary Reviews		41	33	3
Condominium and subdivisions	205	198	92	8
Public Property Referrals	50	39	0	6
PLANNING CODE ADMINISTRATION				
Variance Applications Filed	153	135	141	10
Building Applications	3,265	2,851	2,643	2,89
Sign Applications	566	572	696	72
Miscellaneous Permits	2,237	2,287	2,015	1,56
ENVIRONMENTAL REVIEW				
Initial Studies	230	312	472	43
Categorical Exemptions Issued	47	54	169	-
General Rule Exclusions	24	21	89	7
Negative Declarations Issued	119	137	125	16
EIR required	31	21	23	2
Appeals	34	20	14	!
Environmental Impact Reports and/or Statements Certified as Complete	11	12	10	!
LANDMARKS BOARD CASES	34	27	8	3

APPENDIX II

1981-1982 ANNUAL REPORT

ZONING ADMINISTRATOR'S DECISIONS ON VARIANCE APPLICATIONS

Applications Pending at Beginning of Period	New Applications Filed (1)	Granted	Denied	Withdrawn	Applications Pending at End of Period
65	153	136	52	4	49

(1) A single application may request a variance from more than one quantitative standard in the City Planning Code. Thus, although 165 applications were decided, 188 variances from Code standards were either granted or denied. The following table shows the types of variances that were decided.

<u>Code Standard</u>	<u>Variances Decided</u>	<u>Granted</u>	<u>Denied</u>
Rear Yard	84	64	20
Off-Street Parking	45	32	13
Front Setback	16	11	5
Lot Size	26	20	6
Other	<u>17</u>	<u>9</u>	<u>8</u>
TOTALS	188	136	52

APPENDIX III

1981-1982 ANNUAL REPORT

SUMMARY OF ACTIONS BY THE BOARD OF PERMIT APPEALS

Subject Matter of Appeals	Number of Ap- peals Filed	Sus- tained	Over- ruled	With- drawn
Appeals/Protests from Decisions by the Zon- ing Administrator on Permit Applications	58	38	13	7
Appeals/Protests from Variance Decisions of the Zoning Administrator	18	12	6	0
Appeals/Protests from Discretionary Review of Permit Applications by City Planning Commission	7	7	0	0
Appeals/Protests from an Order, Decisions, or Determination by the Zon- ing Administrator other than a Permit or a Var- iance	1	1	0	0
TOTALS	84	58	19	7

APPENDIX IV
1981-1982 ANNUAL REPORT

PERMIT PROCESSING

Summary of Permits Processed

<u>Permit Type</u>	<u>Approved</u>	<u>Disapproved</u>	<u>Cancellations</u>
1. New Building	97	1	0
2. New Building (wood frame)	232	0	1
3. Alterations	2,558	15	207
3L Legalizations	--	0	0
4. Signs	552	5	0
5. Grading	18	0	0
6. Demolition	136	0	0
7. Painted Wall Sign	9	0	0
8. Miscellaneous - all types	2,184	53	0
Total	<u>5,786</u>	<u>74</u>	<u>208</u>

Miscellaneous Permits

<u>Permit Type</u>			
Police	580	22	0
Fire	131	4	0
Public Health	538	13	0
Social Services	28	8	0
Parcel Maps and Parcel			
Map Waivers	225	4	0
Alcoholic Beverage Control	682	2	0
Total	<u>2,184</u>	<u>53</u>	<u>0</u>
<u>Total Reviewed</u>	<u>6,068</u>		

APPENDIX V
1981-1982 ANNUAL REPORT
COMMISSION CASES

APPLICATIONS FOR AMENDMENTS, CONDITIONAL USES AND SETBACK CHANGES

	<u>Total</u>	<u>Map Amend- ment</u>	<u>Condi- tional Use</u>	<u>Text Amend- ment</u>	<u>Setback Change</u>
<u>Action by City Planning Commission</u>					
Applications pending at beginning of period	138	25	108	5	0
Applications filed for hearing during period	134	28	85	18	3
Approved	150	19	124	6	1
Disapproved	30	10	16	4	0
Withdrawn, or no activity by Commission required	24	3	16	5	0
Pending at end of period	68	21	37	8	2

APPENDIX VI

1981-1982 ANNUAL REPORT
 COMMISSION CASES
MASTER PLAN REFERRALS, SUBDIVISIONS AND
CONDOMINIUMS

	<u>Overall</u>	<u>Public Property Referrals</u>	<u>Land Sub-divisions</u>	<u>Condominium Sub-divisions</u>	<u>Condominium Conversion Subdivisions</u>
Pending at beginning of period	92	30	7	8	47
Filed 1981-1982	221	43	0	68	110
Commission Action	55	20	2	0	33
In conformity	51	20	0	0	31
Does not affect	0	0	0	0	0
Not in conformity	4	0	2	0	2
Administrative Action	210	30	4	71	105
In conformity	181	16	3	70	92
Does not affect	8	8	0	0	0
Not in conformity	8	1	0	0	7
Withdrawn	13	5	1	1	6
Pending at end of period	48	23	1	5	19

APPENDIX VII
 MAJOR PROJECTS REVIEW SECTION
FISCAL YEAR 1981-82

KEY:	CA	Certificate of Appropriateness (Landmark)	ZM	Zoning Map Amendm
	CU	Conditional Use	DR	Discretionary Rev
	SUD	Special Use District	EIR	Environmental Rev
	PUD	Planned Unit Development	C and I	Commerce & Indust
	VZ	Variance		Section

<u>Assessor's</u>				
<u>Block</u>	<u>Resolution</u>	<u>Project</u>		<u>Action</u>
<u>Major Downtown Projects</u>				
289	9085	One Sansome	DR	approved
3702	9097	1155 Market	DR	approved
163	9105	Pacific Montgomery	CU	approved
3717	9123	101 Mission	DR	approved
742	9167	390 Van Ness (Hotel)	DR	approved
3701	9168	Holiday Inn - 8th Street	DR	approved
271	9184	453 Grant	DR	approved
287	9219	222 Sutter	DR	approved
262	9262	130 Battery	DR	approved
206	9267	401 Washington	DR	approved
208	9294	Washington/Montgomery	CU	approved
3717	9313	160 Spear	DR	approved
164	9315	847 Sansome	DR	approved
3729	9333	774 Tehama	DR	approved
294	9334	44 Campton Pl.	DR	approved
3717	9357	135 Main	DR	approved
325	9364	Hilton Hotel Expansion	CU	approved
3715	9388	121 Steuart	CU	approved
268	9392	250 Montgomery/Pine	DR	approved
3749	9396	Second and Folsom	CU	approved
3787	9401	252 Townsend	DR	approved
3512	9414	1660 Mission	DR	approved
106	9416	1299 Sansome	DR	approved
261	9418	333 California	CU	approved
164	9431	50 Osgood		To June 30, 1982

OTHER MAJOR PROJECTS (Appendix VII continued)

<u>Assessor's</u> <u>Block</u>	<u>Resolution</u>	<u>Project</u>	<u>Action</u>	
682	9264	2000 Post, Winterland site, 394 housing units	CU	approved
28	9318	Monarch Hotel, Columbus St., 264 hotel rooms	CU	approved
220	9354	1300 Sacramento St., 24 housing units	CU	approved
5335A	9429	Silverview Terrace, approx. 140 housing units	CU	approved

APPENDIX VIII
1981-1982 ANNUAL REPORT
ENVIRONMENTAL REVIEW PROCESS

STATISTICAL SUMMARY	FY81-82
Initial Evaluations	230
Categorical Exemptions Issued	47
General Rule Exclusions	24
Negative Declarations Issued	119
Draft EIRs and/or EISs published	17
EIRs and/or EISs Certified as Complete	11

Number of
Projects
1981-82

I. INITIAL EVALUATIONS OF PROJECTS

A. Under review at beginning of period	107
B. Received for review	230
C. Evaluation determined not be be required	
1. Categorical Exemptions	47
2. General Rule Exclusions	24
3. Non-Lead Agency Projects	20
D. Negative Declarations filed	119
1. Negative Declarations appealed	33
E. Cases closed - projects disapproved without review or applications withdrawn by applicant	25
F. EIR Required	31
1. Cases appealed	1
G. Under review at end of period	71

II. ENVIRONMENTAL IMPACT REPORTS AND/OR STATEMENTS REVIEWED

C. Draft reports completed and hearings scheduled	17
D. Final reports certified complete	11

APPENDIX IX

1981-1982 ANNUAL REPORT

STAFF AND FUNDING SOURCES

<u>Funding Source</u>	<u>Departmental Sections</u>				<u>Total</u>
	<u>Department Management</u>	<u>Plans and Programs</u>	<u>Implementation Code Compliance</u>	<u>Project Review & Environmental Evaluation</u>	
1. Ad Valorem					
Professional	7	16	14	20	57
Clerical	6	3	3	4	16
Graphics	-	1	1	1	3
2. Grants (Federal & State)					
Professional	-	13	-	-	13
Clerical	-	-	1	1	2
TOTAL	<u>13</u>	<u>33</u>	<u>19</u>	<u>26</u>	<u>91</u>

APPENDIX X

SUMMARY OF MBO PERFORMANCE
BY PROGRAM AREA

<u>Program Area</u>	<u>MBO Performance Measures</u>			
	<u>Total No. of Measures</u>	<u>No. of Measures Above Target</u>	<u>No. of Measures At Target</u>	<u>No. of Measures Below Target</u>
Plans and Programs	6	-	6	-
Code Compliance	6	0	2	4
Project Review and Environmental Evaluation	15	1	9	5
Department Management	<u>4</u>	<u>-</u>	<u>2</u>	<u>2</u>
TOTAL	<u><u>31</u></u>	<u><u>1</u></u>	<u><u>19</u></u>	<u><u>11</u></u>

APPENDIX XI

1981-1982 ANNUAL REPORT

SIGNIFICANT RESOLUTIONS ADOPTED BY THE CITY PLANNING COMMISSION

<u>DATE</u>	<u>SUBJECT</u>	<u>RESOLUTION NO.</u>
8/6/81	Approved Office Building at No. 1 Sansome Street.	9085
8/13/81	Extended the Interim Neighborhood Commercial Districts.	9099
8/27/81	Approved Office Building at 101 Mission Street	9123
9/17/81	Approved the "Scope of Work" for the Comprehensive Downtown Environmental Impact Report.	9139
9/24/81	Endorsed Revisions to "Part I" and "Part III" of the Housing Element of the Comprehensive Plan.	9160
11/19/81	Disapproved a proposed text amendment limiting downtown development to 1.5 million square feet per year.	9238
11/19/81	Disapproved a proposed text amendment limiting downtown development to 1.5 million square feet per year.	9239
11/19/81	Disapproved a proposed text amendment limiting downtown development to 1.5 million square feet per year.	9239
11/19/81	Disapproved a proposed text amendment limiting downtown development to provisions contained in the Department of City Planning document entitled " <u>Guiding Downtown Development</u> ".	9239
11/19/81	Adopted a set of general policies related to downtown development.	9240
1/28/82	Approved Office Building at Washington and Montgomery Streets.	9294
2/11/82	Directed the staff to prepare a draft Ordinance which would establish interim controls to implement a proposed "Rincon Hill Plan".	9303
2/11/82	Approved a Planned Unit Development for approximately 120 dwelling units at the "Wisconsin Street Site".	9311
2/11/82	Approved Office Building at 160 Spear/145 Main Streets.	9313
2/25/82	Approved Building Permit Application for the conversion of residential units to office use at 1000-1010 Montgomery Street.	9322
3/25/82	Approved Office Building at 115-135 Main Street.	9357

<u>DATE</u>	<u>SUBJECT</u>	<u>RESOLUTION NO.</u>
4/1/82	Approved Hotel (Hilton Tower No. 2) at 375 O'Farrell Street.	9364
4/15/82	Approved Pacific Medical Center (PAN-MED) Office Building at Webster and Sacramento Streets.	9370
5/6/82	Initiated reclassification to RC-4 of a portion of the "Tenderloin" generally bounded by Post, Van Ness, McAllister and Mason Streets.	9382
5/6/82	Initiated reclassification to RC-3 or RC-4 of a portion of North Beach generally bounded by Mason, Washington, Montgomery, Powell and Greenwich Streets and projecting North along Columbus Avenue and Mason Street to Francisco Street.	9383
5/20/82	Approved Office Building (Marathon) at 2nd and Folsom Streets.	9396
6/10/82	Approved Office Building at 333 California Street.	9418
6/17/82	Approved Planned Unit Development (Silver View Terrace) for approximately 140 dwelling units in the 1800 Block of Newhall Street.	9429

APPENDIX XII

CURRENT MASTER PLAN ELEMENTS AND AMENDMENTS

	RESOLUTION NO.	DATE ADOPTED
1. Urban Design Element	6745	8/26/71
Amendment to "Plan for Protected Residential Areas"	6835	4/22/72
"Executive Park" Amendment	7543	8/12/76
2. Transportation Element	9434	6/24/82
3. Recreation and Open Space Element	7021	5/24/73
Amendments to "Citywide Recreation and Open Space Plan"	7419, 7514, 7635, 7874 8194, 8615	12/16/75, 6/24/76 1/7/77, 1/4/78, 3/20/79, 7/1/80
"Executive Park" Amendment	7543	8/12/76
Delete 1340 Clay Street	9256	12/10/81
Amendment-Development on Projected Open Space	9257	12/10/81
4. Environmental Protection Element:		
Conservation Section	7020	5/24/73
Transportation Noise Section	7244	9/19/74
Energy Section	9409	6/3/82
5. Community Safety Element	7241	9/12/74
6. Residence Element (Part II) (under revision)	7417	12/11/75
Condominium Conversion Amendment	8670	7/31/80
Housing Amendment	8790	12/11/80
Added Parts I and III (proposal)	9160	9/24/81
Proposal for Citizen Review	Under Review	
7. Community Facilities Element:		
Firehouse Location Plan	4099, 4430	10/9/52, amended 5/5/55
Library Location Plan	4149, 5197	4/30/53, amended 12/17/59
Health Center Location Plan (as printed in 1966 Master Plan)	5264, 5970	5/12/60, amended 3/17/66

Current Master Plan Elements and Amendments (continued)

	RESOLUTION NO.	DATE ADOPTED
Police Facilities Section	7233	8/29/74
Neighborhood Center Facilities Section	7646	2/20/77
8. Commerce & Industry Element	8001	6/29/78
9. Land Use Element (as printed in 1966 M.P.)	4120, 4863	1/29/53, amended 4/10/58
10. Area Plans as part of the Master Plan:		
South Bayshore Plan	6486	2/19/70
Central Waterfront Plan	8631	7/3/80
"Executive Park" Amendment	7543	8/12/76
Civic Center Plan	7216	7/25/74
Plan for the Northeastern Waterfront	7643, 8481, 8781, 9387	1/19/77, 1/31/80, 12/4/80, 5/13/82
Local Coastal and Western Shoreline Plans		Under Review
		Information section 12/82

RELATED DOCUMENTS

The Mission: Policies for Neighbor- hood Improvements	7447	2/17/76
Recreation and Open Space Acquisi- tion and Park Renovation	7044	7/19/73
Union Street Study	8242	4/26/79
Chinatown Neighborhood Improvement Plan	8016	7/13/78
Elsie Street Study	8017	7/13/78
Potrero Hill Neighborhood Improve- ment Plan	8035	8/3/78
16th Street Commercial Improvement Plan	8065	9/12/79

Related Documents (continued)

	RESOLUTION NO.	DATE ADOPTED
OMI Neighborhood Improvement Plan	8239	7/26/79
Neighborhood Commercial Study	8510	2/28/80
Visitacion Valley Report	N.A.	6/80
Residential Hotel Unit Study	N.A.	11/80
Guiding Downtown Development	N.A.	5/81
24th Street Mission Report	9110	8/27/81
Rincon Hill Plan	N.A.	11/81
Proposed Commercial Zoning Framework	N.A.	3/82
Mid-Market Street Study	N.A.	4/15/82

acknowledgements

The City Planning Commission wishes to acknowledge all staff of the Department of City Planning for their work during the 1981-1982 fiscal year.

Paulette Anderson	*Raymond Kiefer	Lois Scott
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May Jung	Margaret Saner	

* Employees no longer with the Department

In addition, the Commission wishes to thank the many volunteers and interns who have served the Department and the public without material reward.

This report was edited by Lee Woods from material submitted by the various sections. Janice King and Irene Cheng-Tam typed the report. Cover and graphics are by Fred Stuprich. Additional copies of this report are available at the Department of City Planning, 450 McAllister Street, San Francisco, CA 94102. Call (415) 558-3055 for additional information.

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1982-83, and
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September 10, 1985

The Honorable Dianne Feinstein, Mayor
City & County of San Francisco
Room 200, City Hall
San Francisco, CA 94102

Dear Mayor Feinstein:

On behalf of the City Planning Commission and the Department of City Planning, we are pleased to submit our latest annual report. In order to expedite preparation of the annual report, we have decided to consolidate this report into a two-year format covering Fiscal Years 1982-83 and 1983-84.

During the period covered in this report the Department made significant progress in two areas of vital importance: Downtown and the neighborhoods. The Downtown Plan and its Environmental Impact Report were completed in August 1983 and March 1984, respectively. In addition to receiving extensive local attention, the Downtown Plan also received national recognition as an innovative tool for balancing downtown growth.

With respect to the neighborhoods, the Department published or substantially completed planning studies for the Van Ness Avenue Corridor, the North of Market, and the City's neighborhood commercial districts. It also initiated planning and rezoning studies for Chinatown and the South of Market/Bayshore Industrial Area. Commission hearings on these studies will occur over the coming year.

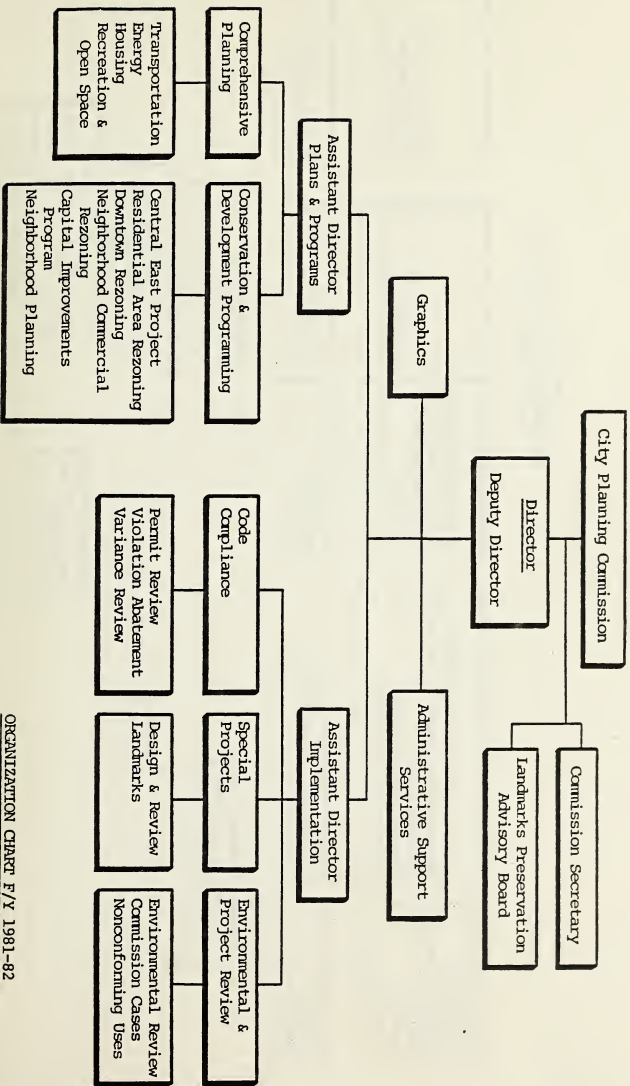
Other areas in which significant progress occurred include: Study of transportation alternatives in the I-280 Corridor; codification of the Office/Housing Production Program; and substantial completion of a revised draft of the Recreation and Park Element.

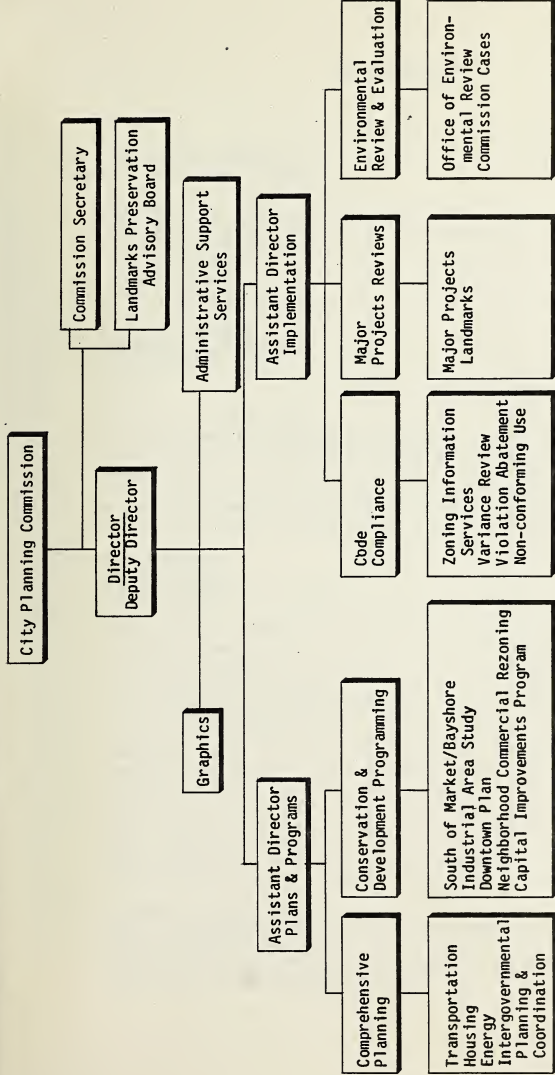
For the past two years, we wish to express our appreciation for the strong support and guidance from your office. We look forward to working closely and cooperatively with your office, the Board of Supervisors, and all the people of the City in the coming year.

Very truly yours,

Toby Rosenblatt, President
City Planning Commission

TR:vv





ORGANIZATION CHART
DEPARTMENT OF CITY PLANNING
June 1984

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Commission President's Letter

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I. OVERVIEW

The basic purpose of City Planning is to assure orderly development of the City and County of San Francisco as a whole. This purpose is mandated by the City Charter, state law, and local ordinances or administrative codes. For example, Section 3.524 of the City Charter states:

"It shall be the function and duty of the City Planning Commission to adopt and maintain ... a comprehensive, long-term, general plan for the improvement and future development of the City and County, to be known as the Master Plan. The Master Plan shall ... present a broad and general coordinated and harmonious development, in accordance with the present and future needs of the City and County."



HIGHLIGHTS: F/Y 1983-84; 1982-83

Program Accomplishments and Issues

At the beginning of F/Y 1983-84, the Department set forth the following objectives for its annual Work Program:

- o Complete the proposed Downtown Plan and EIR, including a proposed comprehensive rezoning for San Francisco's downtown area, by December 31, 1983.
- o Complete commercial rezonings for 7 neighborhood areas by June 30, 1984.
- o Update the Residence Element of the Master Plan by July 1, 1984.
- o Eliminate the backlog in code enforcement cases.
- o Expedite permit processing activities through improved systematic coordination of such activities between BBI and City Planning.
- o Improve records storage and maintenance for the code enforcement, permit processing and other implementation activities through a new microfilming system.
- o Improve reporting and accounting on code compliance, permit processing, and EIR activities through a new management information system for the Implementation Division.

By the end of F/Y 1983-84 the Department had accomplished or made significant progress on all of these objectives except those pertaining to code enforcement and improved records storage and maintenance. The draft Downtown Plan was completed as scheduled and received widespread recognition as an innovative tool for balancing downtown growth in large urban areas. The Department also completed the planning study for Neighborhood Commercial Districts as well as for the Van Ness Avenue Corridor and the North of Market District. While the Department was not able to reduce the backlog in code enforcement cases, it did manage to assign 2 additional planners to work on these cases. These planners were still undergoing training by the end of F/Y 1983-84. The Department was delayed in installing a new microfilming system to improve records storage and maintenance because of the lack of available clerical resources to sift through the large volume of file materials and put them in a suitable form for microfilming.

The Department also encountered unexpected work demands during F/Y 1983-84. The one issue having probably the greatest impact on the Department's workload involved the Court of Appeals' decision rejecting 4 of the Department's Environmental Impact Reports (EIRs). This decision resulted in a major diversion of staff resources in the Environmental Review and Evaluation Section. To comply with the decision, Environmental Review and Evaluation had to review and amend its entire EIR process, thereby diverting a large portion of its staff from their regular work activities to respond to the Court of Appeals' decision. The Court of Appeals' decision and its impact on the workload of the Environmental Review and Evaluation Section is

symptomatic of a general trend toward greater complexity in the Department's caseload. The increase in complexity, including a greater need to respond to potential legal challenges, is requiring more staff input per application coming before the City Planning Commission. This trend, which became evident during the course of F/Y 1983-84, has caused the Department's workload to outstrip its existing level of staff resources even though there has been no dramatic increase in the number of cases coming before the Commission.

Budgetary Adjustments

In F/Y 1983-84, in contrast to the immediately prior fiscal years, the Department did not seek to add several new positions to its overall staffing. Rather, it sought to conserve the staff resources it already had. Faced with the demise of its Transportation Unit due to a loss in federal funding, the Department was able to transfer from grant to Ad Valorem funding 3 planning positions that constituted the staff for this section. In addition, it sought to fill the new positions acquired in its F/Y 1982-83 budget. These positions had remained unfilled during the course of F/Y 1982-83 because of an extremely low-rate of staff turnover during the first half of the year which made it difficult for the Department to bring on new staff and at the same time meet the 5% savings in salaried budget required by the City. Hence the Department sought and received only 1 new position, a (1404) clerk, in its F/Y 1983-84 budget.

Other highlights of the F/Y 1983-84 budget include enhancement of the Department's computer capabilities and a major increase in costs for City Attorney services. The Department purchased a new computer for its Information and Statistical Services Unit to replace the old one, which had become obsolete and was no longer carried and serviced by its company. The costs for City Attorney services more than doubled from \$108,447 in F/Y 1982-83 to \$268,447 in F/Y 1983-84. This increase was the function of a detailed estimate prepared by the City Attorney's Office of the costs that it incurred in providing services for the Department.

DEPARTMENT ORGANIZATION

The decision-making authority for City Planning is vested by Charter in the City Planning Commission, with the Director of Planning responsible to the Commission. The Department as a whole serves as staff to the Commission. All major items worked on by staff are reviewed by the Director and must go to the Commission, either for a decision, for recommendation to another body, or for information and comment to staff.

To carry out its purpose the Department is organized into two primary operating divisions: the Plans and Programs Division and the Implementation Division, each headed by an Assistant Director. Overall management of these operating divisions is carried out by Department Management, which consists of the Director, the Deputy Director, the Secretary to the City Planning Commission, and their immediate staffs. Below is a description of each of these organizational divisions.

PLANS AND PROGRAMS

The Plans and Programs Division is responsible for developing the plans

and policies that are adopted by the City Planning Commission. This responsibility includes revising and updating on a periodic basis the Master Plan and its various Elements as well as making special studies and developing special programs for carrying out planning policy. Accordingly, Plans and Programs is organized into two sections: Comprehensive Planning and Conservation and Development Programming, each headed by a Planner V.

Comprehensive Planning

This section does the work necessary to revising and updating the Master Plan and its various Elements. Elements of the Master Plan adopted in compliance with state law, Section 65302 of the Government Code, include: Circulation (Transportation), Housing (Residence), Conservation, Recreation and Open Space, Community Safety, Environmental Protection, Urban Design, and Commerce and Industry. Organizational units in this section correspond to those elements requiring the greatest amount of work and ongoing staff attention: namely, Transportation, Energy, Residential Policy Development, and Recreation and Open Space. In addition, there is a unit on Intergovernmental Liaison.

Conservation and Development Programming

This section prepares the special studies and programs necessary for carrying out planning policies. Frequently these studies and programs are area- and/or project-specific. Its organizational units for F/Y 1982 - F/Y 1984 include: Neighborhood Planning and Commercial Rezoning, Residential Area Rezoning, Downtown Rezoning, and Capital Programming.

In January 1984 the Department initiated work on a major new project, the South of Market/Bayshore Industrial Plan. This project is necessary to deal with planning issues resulting from the spread of office and commercial growth from Downtown to the South-of-Market area. The area of study has been expanded to include all of the industrially zoned district on the east side of the City. Work on this project is shared by the Comprehensive Planning section and the Conservation and Development Programming section.

IMPLEMENTATION

The Implementation Division is responsible for implementing the Master Plan Elements and general planning policies after they are adopted by the Commission. It carries out this responsibility through administration of the City Planning Code, the City's Subdivision Ordinance, Chapter 31 of the City's Administrative Code, and the California Environmental Quality Act (CEQA). The Assistant Director of Implementation also serves as the City's Zoning Administrator. This Division is organized into the following sections: Code Compliance, Project Review and Environmental Evaluation, and Special Projects, each headed by a Planner V.

Code Compliance

The Code Compliance unit is responsible for:

- o adaptation of the Planning Code, including hearings of requests for variances from specific provisions of the Code and interpreting the meaning on Code language when it is unclear as to how it applies to a specific case.
- o review of building proposals and permit applications to determine their conformity with Code provisions.
- o abatement of Code violations and implementation of conditions attached to development approvals.

Project Review and Environmental Evaluation

This unit is responsible for:

- o preparation of cases for public hearing before the City Planning Commission on Master Plan referrals, discretionary review of permits and applications for conditional uses, and review of applications for landmark status, and amendments to the zoning map and text.
- o administration of Chapter 31 of the Administrative Code and CEQA, both of which relate to environmental quality, including reviewing and evaluating those public and private projects not exempted by the law to determine their effect on the environment.

Special Projects

The section is responsible for:

- o review of major complex and/or controversial building proposals, typically involving highrise office buildings, hotels, major retail stores, apartment houses, etc., and requiring staff to work with project sponsors and community organization, to make recommendations on projects to the Planning Commission, to guide project sponsors through the procedures required for permit approval, to review permit applicants and plans, and to monitor construction for compliance with conditions.
- o provision of staff to the Landmarks Preservation Advisory Board to facilitate administration of the Planning Code's Historic Preservation Article, including making recommendations to the Advisory Board and the Planning Commission on issues relating to landmark designations and certificates of appropriateness.

ADMINISTRATION/SUPPORT UNITS

The Director and Deputy Director are responsible for the overall management of the Department. The Commission Secretary provides support to the City Planning Commission. Included in the overall management of the Department is the provision of support services to the operating divisions in areas related to personnel, accounting, supplies, facilities maintenance, graphics, and information and statistical services. The primary objective of management is to assure that the Department's resources are being utilized with maximum efficiency and effectiveness toward accomplishment of the Department's program goals. Management is also responsible for monitoring the Department's performance according to the citywide Management by Objectives (MBO) System.

II. PLANS AND PROGRAMS

Staffing for the Plans and Programs Division for FY 1983-84 consisted of 31 positions, 27 of which were ad valorem funded. Under the direction of the Assistant Director for Plans and Programs, this staffing includes 25 planners and 5 clerical and technical positions. These staff resources worked on at least 41 projects during the course of the year. The work was divided between the two main sections of the Division: Comprehensive Planning and Conservation and Development Programming.



COMPREHENSIVE PLANNING

The Comprehensive Planning Section is headed by a Planner V with a total staff of 14 planners for FY 1983-84. This total includes three transportation planners who were transferred to ad valorem funding to replace a grant source which expired at the beginning of the fiscal year. The staffing for FY 1983-84 was the same as for FY 1982-83.

This section is primarily responsible for revising and updating the various Elements of the Master Plan and carrying out special studies pursuant to the goals of these elements. Accordingly, the section is organized into the following units: Transportation, Housing, Energy and Open Space and Recreation. It also has an Intergovernmental Planning and Coordination function.

TRANSPORTATION

Transportation is a unit of 3 full-time planners, all of whom were transferred to ad valorem funding from grant funding for FY 1983-84 due to an expiration of their present grant funding after October 1983. This staff is responsible for the Circulation Element of the Master Plan as well as a number of special transportation projects. Its work program for FY 1983-84 included 7 special projects and 3 ongoing projects.

Downtown Plan - Transportation

The Downtown Plan was one of the largest work efforts undertaken by the Department during FY 1983-84. The first draft was completed on schedule and published in August 1983. Transportation staff participated in development of the plan and has since been involved in revising transportation policies based on comments received and in preparing explanations for Downtown Plan transportation requirements, estimating costs for these requirements, and in showing how implementation of required transportation improvements can be monitored.

I-280 Interstate Transfer Concept Program

This project deals with a study to identify and analyze alternative transportation improvements to mitigate the potentially negative impacts that would result from the withdrawal of the proposed I-280 connection to the Bay Bridge. Staff is involved in the study through participation in the Intergovernmental Technical Advisory Committee and the Policy Steering Committee which is responsible for coordinating the study. The study and recommendations were submitted to the Urban Mass Transportation Agency (UMTA) and the Federal Highway Administration (FHA) in November 1983. Since receiving comments from both agencies in March 1984, staff has been involved in revising the format of the document into an Environmental Impact Report (EIR). Staff has also participated in refining alternatives around the Muni-Metro breakout area.

Southern Pacific Mission Bay Project

This project relates to the proposal by the Southern Pacific Development Company to develop over two hundred acres of land in the southeast section of the City. Originally scheduled to begin during FY 1983-84, it was held up because of discussions between the developer and the City to revise the original preliminary program.

Stadium Proposal - Transportation

This effort to investigate the feasibility of remodeling Candlestick Park in relationship to the alternative of building a new stadium at another site has major transportation implications associated with each alternative. Studies by Transportation staff on this proposal were completed on schedule in August 1983.

Main 101 Corridor Transportation Improvement Study

This is a new study designed to improve transportation access from the Main 101 Corridor. It is undertaken jointly by San Francisco, Marin, and Sonoma Counties, which have formed a Technical Advisory Committee and Local Policy Committee. Transportation staff reviewed reports prepared by the consultant team and participated in meetings of both committees.

Market Street Transit Study

This study will determine whether street car transit service will remain on the surface of Market Street and how future service can be integrated with trolley car and diesel bus lines, as well as other mixed vehicular traffic. It will also look at improving the location and design of loading islands so as to maximize flow and improve coordination among different types of transit vehicles. The deadline for completing the study has been extended from March 1984 to December 1985. Staff is participating in the project through a Technical Advisory Committee.

Project Implementation of Pedestrian Studies

This project will seek out ways of implementing the recommendations of previous grant-funded planning studies which have identified specific streets and intersections in need of improvement to increase pedestrian safety and ease of movement, particularly in the downtown area and as a part of developing a comprehensive pedestrian network for the City. Staff has been coordinating with the Department of Public Works in implementing clear zones at five Montgomery Street intersections. Ecker Street pedestrian treatment is partially completed and a resolution was adopted by the Board of Supervisors regarding maintenance of the pedestrian treatments. The Montgomery Street treatments should be implemented by February 1985.

Participation in Project Review

The Transportation unit regularly coordinates with staff from other sections in the Department on reviews of major individual development projects and neighborhood plans and programs. Several of these reviews

generally occur each week and, depending on the complexity of a given project, may involve an extensive amount of research and technical advice and assistance.

Coordination with Other City Departments and Outside Agencies

The Transportation unit maintains regular liaison with a number of other City departments, such as Muni, and outside agencies, such as the Metropolitan Transportation Commission. This liaison is important for assuring that the City Planning policies are adequately taken into account in the programs of agencies whose policies impact those of San Francisco.

Transportation Brokerage

The Department through its Transportation unit will participate in the development, implementation, and monitoring of transportation plans for new downtown office structures in order to maximize the potential for commute alternatives, such as ridersharing, public transit, and flextime. Staff has been working with building managers of the 101 California Building in developing a Memorandum of Agreement so that the transportation program for the building can be monitored. Staff is also coordinating with managers of other downtown buildings regarding similar programs. This is an ongoing program.

HOUSING

Housing is a unit of 2 full-time planners. It is responsible for the Housing Element of the Master Plan as well as for a number of special housing projects. During FY 1983-84, this responsibility covers work in 10 program areas, 8 of which consist of special projects and 2 of which consist of ongoing activities.

Revision of Residence Element

This project involves review and update of the Residence Element of the Master Plan. Adoption of a revised Element must occur by July 1, 1984 in order to meet State requirements. The review includes preparation of an environmental evaluation. It was completed on June 28, 1984.

Housing for the Disabled

This project will study the housing needs of the disabled and look into alternative ways of meeting their needs, including an evaluation of the cost and impacts associated with each alternative. Originally scheduled to be undertaken during FY 1983-84, it is now scheduled to begin during FY 1984-85.

International Hotel

This is a continuing special project that involves working with potential project sponsors and interested citizen groups in preparing and implementing a development plan for the International Hotel block. So far preliminary development proposals have been made. The project is expected to continue through the course of FY 1984-85.

Office/Housing Production Program

Another current housing effort expected to continue through FY 1983-84, this project involves the Housing staff working with the Mayor's Office and the City Attorney's Office on an ordinance requiring that project sponsors of new office buildings assist in meeting the housing demand generated by their developments. The analyses underlying the ordinance and a draft of the preliminary ordinance was completed by June 1985. Board review of the ordinance is scheduled for October 1985.

Rincon Hill

This is a current project involving completion of Master Plan amendments, Planning Code amendments, and an EIR to facilitate development of a high density residential neighborhood in the Rincon Hill area. The EIR was completed by June 1984 and is currently under review by the City Planning Commission.

Van Ness Avenue

This project involves the completion of Planning Code amendments and an environmental evaluation to facilitate conversion of Van Ness Avenue into a mixed residential/commercial street. The EIR was completed during FY 1983-84. Based on its findings the Plan was rewritten. The EIR is also currently being rewritten for the revised policy recommendations.

North of Market Rezoning

This project involves preparation of zoning revisions for the North of Market (Tenderloin) neighborhood. The Housing unit will conduct the research and prepare the study underlying the revision. Staff in the Conservation and Development Programming Section is drafting the text changes and legislation.

Chinatown Rezoning

This project involves the preparation of zoning revisions for the Chinatown neighborhood. The background research is being conducted by the housing staff and text changes and legislation by Conservation and Development Programming staff. As part of this work effort the staff has held 3 community forums. Three more are scheduled for the first half of FY 1984-85.

Annual Review of Residential Hotel Status

The Housing Unit in FY 1983-84 continued its ongoing task of preparing the annual status report on residential hotels, as required by Section 41.17 of the Residential Hotel Unit Conversion and Demolition Ordinance.

Annual Housing Inventory

The Housing unit continued its ongoing task of preparing annual reports on San Francisco's housing inventory and related information. This work is

done in coordination with the Department's information and statistical services staff. Approximately 1 person month in Housing staff time will be allocated to this activity.

ENERGY

The Energy unit has three full time planners: two funded by the Urban Consortium and one funded by a work order from the San Francisco Public Utilities Commission (PUC). In addition to serving as staff to the Citizen's Energy Policy Committee (CEPAC), appointed by the Mayor, this staff is responsible for the Energy Element of the Master Plan and carries out a variety of special projects designed to help meet the City's energy conservation needs.

Revision of Energy Conservation Guidelines

This project involves update and revision of energy conservation guidelines for use by the Implementation Division in its project review activities. Five person months will be allocated to this project.

Study of Repowering Opportunities

Through Urban Consortium funding, the Energy unit is studying repowering opportunities for utility and city-owned district heating systems serving the downtown area. The study was completed by December 1983. It showed that district heating could play an important role in San Francisco's energy supply system. Specific policy recommendations were made to support continued use of both the Municipal and Pacific Gas and Electric Company's (PG&E) steam systems.

Study of Integrated Energy Systems

This project, also funded through the Urban Consortium, involves a case study of the potential application of integrated energy systems in mixed use projects. During FY 1983-84 the Energy Unit developed a procedure by which local governments can examine old district heating systems and identify and evaluate renovation opportunities for improving system performance.

Study of Waste Heat Utilization

Another Urban Consortium project, this study looks into the use of waste heat from utility power plants to aid in meeting space and water heating requirements for selected housing projects. During FY 1983-84 two downtown office buildings were identified as potential demonstration projects. Further evaluation on the economic feasibility of installing such units is being conducted.

Annual Evaluation of Residential Energy Conservation Ordinance

The Energy unit continues to prepare an annual evaluation of residential energy conservation, as required by ordinance. Four person months will be allocated to this project.

Coordination with Housing Authority and PG&E on ZIP Program

The Energy unit is maintaining liaison with the San Francisco Housing Authority and PG&E to assure continuity of a program to install basic weatherization measures in public housing projects using PG&E Zero Interest Rate (ZIP) program. By the end of FY 1983-84, utilizing funds from the Department of Energy and PG&E and third party financing, 5,500 housing units had been weatherized and solar water heating systems installed in 7 buildings totalling 337 units.

Monitoring of Solar Energy Use in Public Housing

Lawrence Berkeley Laboratory, in cooperation with the Energy Group, has monitored energy consumption in Housing Authority projects which were retrofitted with solar hot water systems. These systems have been shown to be cost effective. LBL has compiled an energy analysis report.

Energy Consumption Monitoring Procedures/EIR Review

The Energy Group has completed a preliminary study reviewing the energy component of environmental and energy review process for new buildings. Recommendations from this study, when implemented, will result in more energy efficient buildings with consequent reductions in energy costs.

RECREATION AND OPEN SPACE

The Recreation and Open Space unit consists of the equivalent of 1 planner. The unit is responsible for carrying out various projects for implementing the policies and achieving the goals of the Recreation and Open Space Element.

Implementation of Recreation and Open Space Element

This project involves a study and recommendation of specific ways to implement the Recreation and Open Space Element, giving special consideration to the Waterfront area, a reforestation program, and the Walking Trail System. Policies to manage development along the waterfront are presently being implemented with the Department participating in the review process. Policies regarding reforestation, adopted as part of the Recreation and Open Space Element, are being implemented by the Parks and Recreation Department. Programs on the Walking Trail Systems have not yet been developed, although policies on such a system are part of the Element.

Study of Expanded Downtown Pedestrian Network

This study seeks to expand the pedestrian network already developed for the downtown area to include the rest of the South-of-Market area. It was completed during FY 1983-84. Consideration is now being given to a study which would extend the network over a broader area.

Implementation of Pedestrian Network for Selected Areas

This project seeks to implement specific pedestrian improvements recommended in the Center City Circulation Program by: working with affected property owners, business merchants, and the Department of Public Work; helping to finalize designs and cost estimates; and preparing whatever legislation is required. Improvements carried out during FY 1983-84 included the following areas: portions of Echo Street Alley; Belden Street Mall; and 535 Market Street.

Development of Open Space Plan for South-of-Market Area

This project involves development of an open space plan for the southern and eastern portions of the South-of-Market area in order to expand the boundaries of the open space plan already developed for the C-3 zones of downtown. The plan was in progress during the entire course of FY 1983-84. Completion of a draft for citizen review is scheduled for January 1985.

Cooperation with Trust for Public Land

The Recreation and Open Space staff maintains liaison with the Trust for Public Land on an ongoing basis as part of an overall effort to secure and land-bank sites for future open space.

INTERGOVERNMENTAL PLANNING AND COORDINATION

This function involves the responsibility of maintaining liaison with regional agencies and other governmental bodies whose planning policies and programs affect those of San Francisco and where liaison is needed to protect the interests and effectiveness of San Francisco's planning policies.

Regional Agency Coordination

This project involves monitoring and participating in planning activities of regional agencies, such as the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC), where San Francisco's interests and needs require representation. Through this liaison, staff participated in a variety of regional issues during FY 1983-84, including housing, solid waste, population projection, the Mid-Peninsula Transit Study, etc.

Local Coastal Program

This project involves coordinating the Department's permit approval and implementation process with that of the California Coastal Commission. During FY 1983-84, the local coastal plan was certified and an implementing ordinance was prepared.

B. CONSERVATION AND DEVELOPMENT PROGRAMMING

The Conservation and Development Programming section is headed by a Planner V and has a total staffing of 14 planners, with no new positions

budgeted for FY 1983-84. It is responsible for the Commerce and Industry Element of the Master Plan and more specifically for making special studies and reports that are necessary for systematic effectuation of the policy goals of the Master Plan.

For FY 1983-84, it continued its focus on a major comprehensive rezoning for the downtown area, on revisions to the Planning Code sections relating to commercial and industrial districts, and on commercial rezonings for selected neighborhoods in the city. It is also responsible for the City's Capital Improvements Program.

1. Downtown Plan

This is one of the largest projects being undertaken by the Department, involving the preparation of a comprehensive plan for the entire downtown area of San Francisco, including all of the work necessary for revising the downtown zoning regulations and presenting them to the Planning Commission for approval. A draft of the Plan was completed in December 1983 and a draft of the EIR two months later. Both are undergoing an extensive public review process which is still in progress.

2. South of Market/Bayshore Industrial Area Study (SOMBIA)

Another large undertaking, this project involves preparation of a Master Plan Element to deal with the commercial and industrial areas generally east of Highway 101 and south of Highway 80. The objective of the project is to evaluate current land use patterns and new development proposals in the area and to propose and implement appropriate City policies through changes to the City Planning Code and through programs to be developed in conjunction with the Office of Economic Development. A work program and Supplemental Appropriation for this project was prepared and presented to the Board of Supervisors on April 1, 1984. The Board approved the Supplemental at reduced funding and cut back the study area to include just the South of Market area. Work on this project is presently underway.

3. Neighborhood Commercial Rezoning

This project involves the preparation of new zoning regulations for neighborhood commercial districts located throughout the city. Four documents were published in early 1983: Proposed Article of the City Planning Code for Neighborhood Commercial Districts (January 1983), Economic Assessment and Impact Methodology (February 1983), 24th Street-Noe Valley Neighborhood Commercial District (March 1983), Revised Proposed Article of the City Planning Code for Neighborhood Commercial Districts (March 1983). The project area was expanded from 10 neighborhood commercial locations to the entire city. Extensive data were collected, and numerous meetings were held with neighborhood and other groups to introduce and discuss the project. Data analysis and preparation of staff recommendations for new zoning controls and districts are underway.

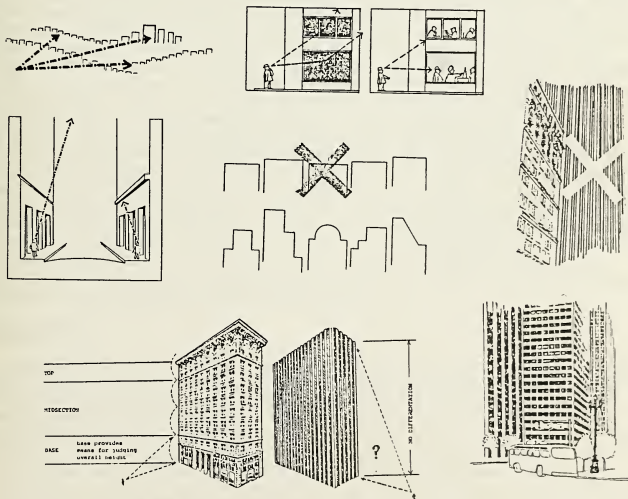
4. Capital Improvements Program

This project is an ongoing responsibility of the Department, involving one planner to coordinate annual preparation of the six-year Capital Improvements Program for the City as a whole. The Program is developed in close cooperation with other City departments and lists all capital improvement projects proposed for FY 1983-84 and the following five years. The Department reviews each project to assure conformity with the Master Plan. As a part of this responsibility, the Department also provides staff support to the Capital Improvements Advisory Committee.

III. IMPLEMENTATION

Staffing for the Implementation Division for FY 1983-84 consisted of 51 positions; all of which were ad valorem funded. This total included one new clerk position to staff the new microfilming system and provide general clerical support. Under the direction of the Assistant Director of Implementation, who also serves as the City and County's Zoning Administrator, the staffing consisted of 37 planners and 14 clerical and technical positions.

In contrast to Plans and Programs, all of the programs in this Division are ongoing, involving some phase or area in the review, approval and/or certification of individual development proposals submitted by property owners, developers, architects, and project sponsors. The Division reviews and acts upon over 6,000 cases a year, ranging in size and complexity from modest modifications to a single family residential dwelling to new construction of major highrise buildings. The Division is organized into three sections: Code Compliance, Environmental and Project Review, and Major Projects.



CODE COMPLIANCE

Code compliance activities primarily involve enforcement of the City Planning Code, the zoning ordinance of San Francisco. Zoning is defined as the partitioning of a city by ordinance into sections or zoning districts reserved for different purposes, primarily residential, commercial or industrial. In addition to establishing zoning districts for the use of property, the Planning Code, and the Zoning Map accompanying it, provide standards for the height and mass of buildings, yards and open spaces, off-street parking requirements, sign requirements, landmark preservation, and the procedures for amending and appealing actions by the Department of City Planning and the City Planning Commission on these matters.

Under the Charter, the Zoning Administrator has the responsibility for implementation action and enforcement of the City Planning Code. The functions described in this chapter are part of that responsibility.

Zoning Information Service

The Department maintains an information counter which people can visit or call from 8:30 A.M. to 12 and 2:00 P.M. to 5:00 P.M. five days a week to find out how zoning regulations affect property. Since this counter is the first point of contact for most people who have business in the Department, it also serves a very important public relations function for the City. Hundreds of summaries, reports, pamphlets, schedules, reprints and flyers are distributed to the public each week. Approximately 15,000 telephone calls and 8,500 office visits are handled annually by the receptionists and planners assigned to duty at the counter. In addition to verbal inquiries, the information section answers written inquiries and surveys and prepares documents for recordation for the Implementation staff. The information staff provides additional service to the community by making presentations to firms and associations, explaining the Comprehensive Plan, the Planning Code and the permit review process. Briefings to visiting officials of other nations on planning and zoning are regularly provided at the request of the International Visitors Center and consulates. Training sessions for new planning staff are conducted weekly by the section chief on the Planning code, the Master Plan, and related procedures and codes. The Civil Service Commission presented the information section with a citation of merit for its work in serving the citizens of the City. The amount of ad valorem staff time assigned to answer inquiries was equivalent to two person years.

Permit Review

Substantial staff effort is expended on counseling applicants on providing proper plans and plan modifications to meet code standards. Service to the citizen/client has been greatly improved during the past year as a more adequate number of professionals are available for this function. This is the Department's most basic point of interaction with the citizen/client. Staff service to the public during the past two years has greatly improved as a result of the move of the Department to 450 McAllister Street, which has resulted in a one-stop permit application and review process for the applicant and the permit tracking system, which has provided for better workload management and control helping to further reduce processing time.

A total of 7,669 permit applications were reviewed during the year, including 55 for new buildings and 3,328 for alterations to existing buildings. See Appendix I for full statistics.

STAFF:

1 Planner III 0.5 year
1 Planner II
2 Planner I

Board of Permit Appeals

The Board of Permit Appeals is empowered to hear appeals from the Zoning Administrator's decisions and determinations as well as from the City Planning Commission's decisions resulting from the exercise of discretionary review over building permit applications. In hearing these appeals at its weekly meetings, the Board determines whether or not the actions taken by the Department resulted from proper exercise of authority or discretion.

Department staff appeared before the Board as respondent or co-respondent in 77 appeals during FY 1982-83 and in 102 appeals during FY 1983-84. The Board voted to sustain the Department's position in 70 percent of the matters appealed and to overrule in 15 percent for FY 1982-83 and in 61% and 26% respectively during FY 1983-84. The remaining appeals during both fiscal years were withdrawn before the Board took action. Appendix II contains a summary of the subject matter and disposition of appeals filed during the fiscal year.

Staff time that must be devoted to preparing for and participating in appeal proceedings is significant. This is especially true in that many appeals are continued for further hearing at subsequent Board meetings or are re-heard if warranted by newly offered evidence.

STAFF: The Chief of the Code Compliance section is primarily responsible for this activity.

Variance Review

The Zoning Administrator conducts public hearings, after due notice, on requests for variances from the strict application of certain quantitative standards in the City Planning Code. Standards controlling building location, off-street parking, and lot size, for example may properly be the subject of variance applications. Standards controlling the use of buildings and land, height and bulk of structures, and types of signs allowed, however, may not be varied by this procedure, but, instead, are properly the subject of review and action by the City Planning Commission.

During the fiscal year 1983-84, the Zoning Administrator issued decision letters for 157 variance applications, compared with 153 for preceding fiscal year 1982-83.

A statistical analysis of the number and types of variance applications heard and decided by the Zoning Administrator during the past fiscal year is

contained in Appendix III. As the analysis shows, over 80 percent of the variance requests were granted. This statistic alone, however, conceals the fact that many variances were granted subject to conditions of approval which brought the proposal closer to compliance with the Code or otherwise reduced the effect or impact of the variance.

STAFF: 1982-83

2 Planner IV

1983-84

1 Planner II, 0.75 year
1 Planner IV

Violation Abatement

Violation abatement continued to suffer from understaffing during FY 1982-83 and FY 1983-84. As a result, the MBO performance in this area has continued to lag. Two new positions were assigned to abatement during the latter half of FY 1983-84. They were still undergoing training at the end of fiscal year. Most of the abatement activities of the Department were conducted in conjunction with the permit review and processing function. The staffing was so sporadic that even record keeping was affected. The records indicate that approximately 100 new cases were opened and fewer than 10 cases closed. Staff support was provided to the City Attorney's office for followup of existing cases, but no new cases were referred.

A systematic review of Automobile Wrecking operations was initiated and enforcement coordination with the Police Department was also improved.

STAFF: 1982-83

1 Planner III 0.30 year
1 Planner II 0.20 year

1983-84

1 Planner IV-Zoning
2 Planner II

Non-Conforming Use Program

During FY 1982-83, the section identified 1,112 Assessor's Blocks that contained properties with potential non-conforming uses (NCU) created by the 1978 Residential Rezoning. These were properties rezoned to residential districts or properties having transitional status under the 1960 Planning Code. Fifty-three NCU's were terminated because they were discontinued or had changed to a conforming use by May 2, 1980, their original termination date. Three conditional use applications were processed for extension of termination dates assigned by the Commission in prior fiscal years.

STAFF:

1 Planner III, 0.6 year
1 Planner II, 0.4 year

During FY 1983-84, the section started to convert the NCU paper records to the Electronic Data Processing (EDP) System. Eight hundred properties containing one or more NCU's were entered into the system showing ownership,

zoning history, land use, NCU status, termination dates, if applicable, and existing violations. A field survey of the potential NCU's identified last year was started. Eighty nine NCU's were terminated because of discontinuance, change to conformity, or failure to remedy illegal use changes since May 2, 1980. Two applications for conditional uses involving NCU's were processed. Five cases referred to the City Attorney for abatement required liaison work by the section.

STAFF:

1 Planner III, 0.6 year
1 Planner II, 0.4 year

Neighborhood Commercial Special Use Districts/Special Use Processing

For the years 1982-83 and 1983-84, ten Neighborhood Commercial Special Use Districts were in effect: Union Street, Sacramento Street, Haight Street, Upper Fillmore Street, Upper Market Street-West, Upper Market Street-East, Castro Street-Eureka Valley, Valencia Street, 24th Street-Noe Valley, and 24th Street-Mission. The Union Street Special Use District was the first such Special Use District, enacted by the Board of Supervisors and signed by the Mayor in June 1980; the other nine districts were enacted in September 1980.

The Special Use Districts establish, in addition to existing C-2 (Community Business) and C-M (Heavy Commercial districts, controls for a set of special operational aspects of bars, restaurants, fast food establishments, places of entertainment, financial institutions, hotels, upper story uses, and other retail, commercial and office uses.

Each Special Use District imposes a system of quotas which establishes the maximum number of bars, restaurants, fast food establishments, and licenses for off-sale liquor and financial institutions that are permitted without special review by the Zoning Administrator or City Planning Commission. Applicants above the threshold level may apply for Special Use approval. In addition, these and other retail and personal service establishments are permitted when they do not exceed certain floor areas and street frontage thresholds, and are subject to Special Use approval when they do. Other uses such as dance halls, cabaret licenses, parking lots, hotels and parking garages are not permitted as a principal use and are subject to Special Use authorization. Every district does not necessarily have the same Special Use controls for each use, as the regulations vary according to the particular need of each district.

In 1982-83, there were 48 Special Use applications, of which 36 were approved, 7 were disapproved, 4 were withdrawn, and 1 was pending. There were 18 for restaurants, 6 for uses with over 2,500 square feet, 4 for financial institutions, 4 for second story conversions, 4 for off-sale liquor, 3 for places of entertainment, 3 for cabaret permits and 1 for a fast food establishment. Approximately 85% of the applications were processed within 60 days of receipt of the application; almost 50% were processed within 45 days.

During the 1983-84 year, there were 39 Special Use applications, of which 30 were approved, 6 were disapproved, 2 were withdrawn and 1 is pending. Of the 36 applications processed, there were 14 for restaurants, 5 for uses with

over 2,500 square feet, 4 for second story conversions, 4 for off-sale liquor, 3 for fast food establishments, 2 for financial institutions and one each for a place of entertainment, dance hall, bar and parking lot. Eighty percent of the applications were processed within 60 days of receipt of the application; over 55% were processed within 45 days.

The Neighborhood Commercial Special Use Districts were effective as interim controls until January 1985. The Neighborhood Commercial Rezoning Study, which has been underway since 1980, will result in changes in the Master Plan policies governing neighborhood commercial districts and new section (Article 7) of the City Planning Code to establish a comprehensive, flexible system of neighborhood commercial zoning controls. It is anticipated that these controls will be in place by the spring of 1985.

Staff activities for processing Special Use applications include case preparation, public hearings, filed surveys and record-keeping. This activity may be expanded under the upcoming Neighborhood Commercial Rezoning comprehensive controls. (Article 7 of the City Planning Code.) Additional staff needs for changes in commercial zoning are not reflected in this work program. A total of 36 Special Use applications were processed in fiscal year 1983-84; 30 cases are anticipated in fiscal year 1984-85 (not including cases processed under the new controls which are anticipated to be in place by the spring of 1985).

MBO Objective: Decide 90% of the Special Use authorizations within 30 days of submission when only the Zoning Administrator considers the case. When City Planning Commission action is required, complete 90% of the cases within 60 days.

ENVIRONMENTAL EVALUATION AND PROJECT REVIEW

The Office of Environmental Review and Commission Cases Section are consolidated as one program area in order to provide more comprehensive administration and project management. This strengthens the bond between environmental review and planning analysis and reduces duplication of staff effort. The program area discussed below, therefore, includes the Office of Environmental Review and the Commission Cases Section, with a budgeted staff of 19 at the end of the fiscal year. Towards the end of the fiscal year these two areas, formerly physically separated in two buildings, were consolidated into one location in the Department's new offices.

OFFICE OF ENVIRONMENTAL REVIEW

The Department's Office of Environmental Review (OER) carries out environmental review for all departments and agencies of the City and County of San Francisco, in compliance with the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and Chapter 31 of the San Francisco Administrative Code, and the National Environmental Policy Act (NEPA). Environmental review is one of several areas of review by the Department which provide input to decisions. In administering environmental review, the Department provides a process which is efficient and responsive to various public needs, and which has priorities which conform to Master Plan goals and objectives as well as to State Law and Federal Law.

Environmental review is a process directly shaped by legal requirements and it must, therefore, be orderly, procedurally correct and well-documented. The product of this process requires full public scrutiny to meet the spirit of the law in accurately informing project sponsors, the general public and decision-makers about the environmental impacts of projects. Revision of City environmental procedures is ongoing, due to changing provisions in State law, court decisions, and administrative efforts to make the environmental review process more efficient and more consistent in its operation.

Litigation on environmental review documents continues as a major factor, as most EIRs, and several negative declarations for office buildings, were appealed to court. This put greater demand upon maintaining consistency between documents, upon fully responding to all public comments and maintaining project records. The cumulative impacts of all office development downtown continued to have great importance in environmental documents, and environmental impact reports were required for projects which had significant impacts only by virtue of their contribution to significant cumulative impacts.

The Downtown Consultant's Report and Downtown Plan EIR were published during this period, and provided an exhaustive analysis of the environmental impacts of alternative growth management controls for Downtown.

STAFF:

- 1 Planner V (Environmental Review Officer), 0.75 year
- 1 Planner IV-Environmental Review (Assistant Environmental Review Officer)
- 3 Planner III-Environmental Review
- 2 Planner II
- 1 Transit Planner II
- 1 Copy Reader
- 1 Planner I
- 1 Junior Management Assistant
- 1 Clerk Stenographer
- 1 Clerk Typist
- 1 California Environmental Intern Associate

Institutional Master Plans

Under the City Planning Code, the Department of City Planning is responsible for securing and making publicly available master plans for all hospitals and institutions of higher learning within the City. This has been done by maintaining informal contact with the major institutions and by reviewing master plan documents as they are submitted.

COMMISSION CASES

This section handles a large variety of projects which are characterized by requirements for either City Planning Commission action or, where delegated by the Commission, staff review for conformity with the Comprehensive Plan. Responsibilities include: (1) reclassifications (rezoning) of property and front set-back modifications, (2) conditional uses, (3) discretionary review, (4) institutional master plans, (5) land, condominium and conversion subdivisions, (6) master plan referrals involving public property, and (7) text amendments to the City Planning Code. These actions of the Department rely upon objectives and policies of the Comprehensive Plan, and criteria of the City Planning Code, to approve or disapprove projects.

Staff support for these projects includes maintenance of records, investigations and field trips to properties, provision of public notice, preparation of case reports, memoranda and draft resolutions, presentation of cases and recommendations to the Commission, preparation of final Commission resolutions, transmittals as required to the Board of Supervisors, and appropriate presentations at Board hearings. The section also has responsibility in the scheduling of these and other types of projects before the Planning Commission.

Reclassifications and Set-Back Modifications

Reclassifications and set-back modifications are legislative actions, requiring Board of Supervisors' adoption following Planning Commission action. A reclassification of property changes either the Use District or the Height and Bulk District within which a property is located, and in so doing amends the official Zoning Map of the City. This has fundamental implications for how a property may be developed: whether residentially, commercially or industrially, at what density, at what size and height. A front set-back modification affects the distance from the street property line where a structure can be built. This legislated front set-back is independent of the Planning Code requirements for averaging front set-backs of abutting properties to determine when construction can commence.

Conditional Uses

Conditional uses require approval by the Commission subject to specific Planning Code criteria, which include a finding that the proposed use must be necessary or desirable for, and compatible with, the surrounding community. These conditional uses run the gamut from churches and childcare facilities to conversion of dwellings to offices and planned unit developments.

Subdivisions

Subdivisions include divisions of land, new condominiums, and condominium conversions. All subdivisions must be reviewed for consistency with the Master Plan (Comprehensive Plan) under the City Charter, the Subdivision Code and State Law. The City Advisory Agency (Director of Public Works), in acting on subdivisions, must disapprove any subdivision found to be not consistent

with the Master Plan, and must impose any conditions established for consistency with the Master Plan. The final decision rests with the Board of Supervisors on appeal. The Department participated in a survey of past condominium conversions and a task force which was mandated to review the low and moderate income requirements of the San Francisco Subdivision Code.

Master Plan Referrals

Master Plan referrals are a tool provided by the Charter for realization of the objectives of the Comprehensive Plan. Through the referral procedure, the Department helps guide the development of publicly-owned properties and facilities. This procedure requires, for example, that before a City Department can acquire or sell land, it must refer the matter to the Department of City Planning to determine whether such action is in conformity with the Master Plan. The Department then forwards its finding to the initiating agency and to the Board of Supervisors for their consideration before final action on the proposal.

STAFF:

- 1 Planner V, 0.25 year
- 2 Planner IV
- 1 Planner III
- 1 Planner II
- 1 Clerk Stenographer
- 1 Clerk Typist

MAJOR PROJECTS REVIEW

The Major Projects Review Section is responsible for coordinating the review of major proposed buildings which are under consideration by the Department. For new projects, such review includes initial contact and subsequent communication with developers, community groups and other agencies, and proceeds through all aspects of a project's development. Internal staff coordination for such projects includes review of environmental evaluation and environmental impact reports, checks for compliance with the City Planning Code, review of conformity with Comprehensive Plan provisions, consideration of possible discretionary review and preparation of case reports, motions for Commission action, and staff recommendations to the City Planning Commission. Subsequent to action on a project by the Department or Commission, it is the responsibility of the Major Projects Review Section to provide follow-up review to assure conformity with conditions established as part of approvals. The section also processes demolition, alteration and building permits and represents the department at the Board of Permit Appeals for projects for which it had coordinated the previous review.

The chief functions of the Major Projects Review Section are:

1. To coordinate the review of major development projects:
 - a. Downtown office, hotel, commercial and mixed use projects
 - b. Large projects in neighborhood locations
 - c. Projects in Special Use districts
 - d. Residential projects that are of a large scale or in sensitive locations
2. To review all projects of certain types and at certain locations:
 - a. School sites and other public lands
 - b. Locations for which the City Planning Commission has established a policy of discretionary review (Downtown, Market Street, Bernal Heights, etc.)
 - c. Projects in certain neighborhood commercial districts or residential areas which are singled out for special review.
3. To coordinate the review of Certificate of Appropriateness for alterations of Landmarks and other architecturally worthy buildings.
4. To develop general urban design guidelines and procedures for review of future building projects.
5. To develop proposals for amending the Planning Code and height and bulk controls, particularly as they relate to large scale projects and downtown development.

Major Projects

During FY 1982-83, the Major Projects section brought 27 major development proposals to the Planning Commission, 18 of which were in the Downtown area and 9 in other parts of the city. The major proposals brought to the Planning Commission totalled 16 office projects for 4.7 million square feet and 11 residential projects with 1104 housing units.

During FY 1983-84 major Projects staff brought 30 projects to the Planning Commission; including 14 in the Downtown area and 16 in other parts of the city. The major proposals totalled 10 office projects with 2 million square feet, two hotel projects with 780 rooms, 17 residential projects totalling 1592 housing units, and one 343 space downtown parking garage addition.

During the course of the two fiscal years, section staff made extensive contributions and amendments to "The Downtown Plan", a comprehensive report which makes staff recommendations regarding proposed controls for managing future downtown development. Major input was in areas of general land use and density control, height and bulk, urban design, preservation, housing code language and administrative procedures.

In addition, site specific guidelines were prepared for numerous projects, including St. Joseph's Hospital, the Ferry Building and the block bounded by Front, Drumm, Market and Clay Streets. The section continued its coordination with the San Francisco Redevelopment Agency on its projects in Yerba Buena and the Western Addition. It also cooperated with the Port Commission in the development of plans for Embarcadero Terraces and the Roundhouse rehabilitation project.

To provide expeditious, responsive and systematic review of major development proposals, the Major Projects section has continued to allocate specific blocks of time for weekly meetings with project sponsors and for internal staff review and policy development with respect to projects. In addition, considerable time is spent preparing cases for review by the City Planning Commission, the City Attorney and the Board of Permit Appeals. The Major Projects Staff coordinates with various sections within the Department, including Environmental Review, Code Compliance, and Plans and Programs.

See Appendices V and VI for a listing of major projects reviewed during F/Y 1982-83 and F/Y 1983-84.

STAFF:

1 Planner V	1 Planner V, 0.5 year
1 Planning Coordinator	1 Planner II
2 Planner III (1 vacant)	

Landmarks Advisory Board

The Landmarks Preservation Advisory Board is a nine member panel appointed by the Mayor and charged with identifying and recommending for designation as landmarks or historic districts buildings of special architectural, historical or aesthetic interest and value. The Board maintains an advisory relationship with the City Planning Department and Commission, other city, state and federal agencies and the Board of Supervisors. Article 10 of the City Planning Code is the enabling legislation for the Landmarks Board. The Board holds public meetings bimonthly on the first and third Wednesdays at 450 McAllister Street.

Over the course of fiscal years 82-84, 18 individual structures were designated as landmarks. In addition, two historic districts were approved. The Northeast Waterfront Historic District, located between Telegraph Hill and the Embarcadero, Broadway and Union Streets, encompasses a collection of structures reflecting a continuum of the City's maritime/industrial history back to the Gold Rush days.

The Alamo Square Historic District encompasses the neighborhood around the well-known park taken as its namesake. This district reflects Victorian and Edwardian style residential structures, including the quintessential San Francisco view known as Post Card row (Steiner between Hayes and Grove).

The Landmarks Board reviewed 53 certificates of appropriateness applications proposing alterations to designated structures. As part of their routine check of environmental evaluation documents, the Board reviewed negative declarations and environmental impact reports to ensure complete discussion of architectural/historic resources. The Board's Secretary has continued his role as the preservation clearance authority for the Mayor's Office of Community Development federal environmental review process.

As charged by the Board of Supervisors, the State and Federal agencies on Landmarks Board continued its role as the designated city agency to deal with matters concerning historic preservation. Work items in this regard have included reviewing National Register of Historic Places nomination forms for comment to the State Historical Resources Commission, and testifying before a Committee of the President's Advisory Council on Historic Preservation on the Rincon Point-South Beach Redevelopment Projects.

The Board has continued its commitment to identify significant structures in areas where redevelopment is anticipated. Over the course of the last two fiscal years, this approach has averted the controversial preservation battles which typified the 1970's.

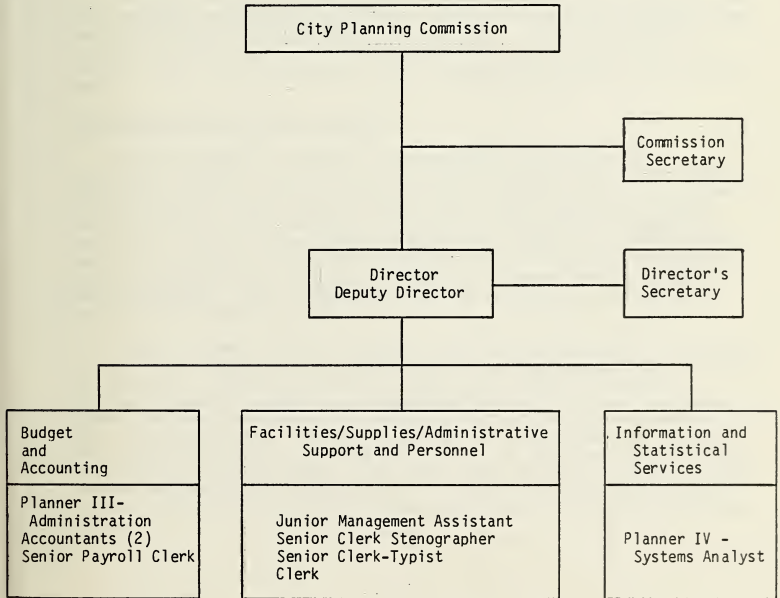
Board Members and the Secretary continue to provide information on general preservation issues and the activities of the Board to the public, press, and other city agencies.

STAFF:

1 Planner III - Administrative

IV. DEPARTMENT MANAGEMENT

Department Management has a total staffing of 13, consisting primarily of the Director, the Deputy Director and their immediate staffs. Its primary objectives are to assure efficient utilization of departmental resources and to provide administrative support to the operating divisions to strengthen their capacity to program objectives.



Overall Departmental Administration and Support to Commission

This unit provides management guidance to the Department and secretarial support to the Commission, including calendars, minutes, and summaries. It is staffed by the Director, Deputy Director, the Commission Secretary, the Director's secretary, and a Senior Clerk Typist.

Budgeting and Accounting

This unit performs the accounting and budgeting functions for the Ad Valorem and grant funds of the Department. Staffing consists of a Planner III-Administration, 2 accountants, and a senior payroll clerk.

Facilities/Supplies/Administrative Support & Personnel

This unit coordinates maintenance of the Department's physical facilities and equipment; procures and distributes supplies to staff; and provides other support services to the operating units as needed. It also maintains personnel records and undertakes staff recruitment in the absence of Civil Service lists. It is staffed by a Junior Management Assistant and 2 clerical staff.

Information and Statistical Services

This unit provides electronic data processing services for the Department. Staffed by a Planner IV, its specific responsibilities include: processing electronic data for the Department's research activities; acting as liaison with other city, regional, state, and federal agencies on matters pertaining to the procurement and coordination of statistical information; serving as a point of distribution to staff, other agencies, and the general public for demographic information; preparing special reports, as required in related aspects of population and housing; and assisting the Department's senior management staff in developing programs related to the analysis of personnel and budgetary matters.

Largely through this unit's efforts, San Francisco became one of the first cities in the country to have 1980 statistical data by census tract available to the public. By timely purchase of 1980 census computer tapes and a computer processing system from the Bureau of the Census, the unit was able to install the tapes and processing system on the City's main frame computer so that a continuing flow of census tract data on San Francisco began in March 1982. Working in conjunction with the Library, the Department made this data available to the public almost a year before published census reports from the federal government were on the shelves. The tapes continue to be processed because they provide more detailed information than can be found in published reports.

APPENDIX I
ANNUAL REPORT

PERMIT PROCESSING

Summary of Permits Processed

<u>Permit Type</u>	<u>F/Y 1982-83</u>			<u>F/Y 1983-84</u>		
	<u>Approved</u>	<u>Dis- approved</u>	<u>Cancellations</u>	<u>Approved</u>	<u>Dis- approved</u>	<u>Cancellations</u>
1) New Building	46			54	1	2
2) New Building (Wood Frame)	260			530	1	
3) Alteration	2,394	44	218	3,296	32	285
4) Signs	681	21	5	1,112	77	77
5) Grading	11			15		
6) Demolition	167			245		
7) Painted Wall Sign	14	1		8	1	
8) Miscellaneous	1,796	1		1,922	11	
	5,369	67	223	7,182	123	364
<u>Total Reviewed</u>		<u>5659</u>			<u>7669</u>	

APPENDIX II
ANNUAL REPORT

SUMMARY OF ACTIONS BY THE BOARD OF PERMIT APPEALS

Subject Matter of Appeals	Number of Appeals Filed		Sustained		Overruled		Withdrawn	
	82-83	83-84	82-83	83-84	82-83	83-84	82-83	83-84
Appeals/Protests from decisions by the Department Buildings and Sign Permit Applications	38	66	28	36	5	19	5	11
Appeals/Protests from variance decisions of the Zoning Administration	18	20	15	16	2	3	1	1
Appeals/Protests from an order, decision or determination by the Zoning Administration regarding zoning violations, operating permits issued by other city departments and Code interpretations	21	16	11	10	7	5	3	1
TOTALS	<u>77</u>	<u>102</u>	<u>54</u>	<u>62</u>	<u>14</u>	<u>27</u>	<u>9</u>	<u>13</u>

APPENDIX IV
ANNUAL REPORT

COMMISSION CASES
MASTER PLAN REFERRALS, SUBDIVISIONS AND CONDOMINIUMS

	<u>Overall</u>		<u>Public Property Referrals</u>		<u>Land Subdivisions</u>		<u>Condominium Subdivisions</u>		<u>Condominium Conversion Subdivisions</u>	
	FY	FY	FY	FY	FY	FY	FY	FY	FY	
	82-83	83-84	82-83	83-84	82-83	83-84	82-83	83-84	82-83	83-84
Pending at beginning of period	44	71	23	17	1	0	5	8	15	46
Filed	210	191	32	48	1	4	42	70	135	69
Commission Action	39	50	11	26	0	1	0	0	28	23
In conformity	38	45	10	23	0	0	0	0	28	22
Does not affect	1	0	1	0	0	0	0	0	0	0
Not in conformity	0	5	0	3	0	1	0	0	0	1
Administrative										
Action	144	204	27	32	1	3	38	78	78	91
In conformity	118	189	4	17	1	3	37	78	76	91
Does not affect	6	4	6	4	0	0	0	0	0	0
Not in conformity	0	1	0	1	0	0	0	0	0	0
Withdrawn	20	10	17	10	0	0	1	0	2	0
Pending at end of period	67	19	17	7	1	1	9	4	40	7

APPENDIX III
ANNUAL REPORT

ZONING ADMINISTRATOR'S DECISIONS ON VARIANCE APPLICATIONS

	Applications Pending at Beginning of Period ⁽¹⁾				Applications Pending at End of Period	
	New Applications	Variances Granted	Variances Denied	Applications Withdrawn		
FY 82-83	49	175	118	3		68
FY 83-84	68	166	134	6		71

(1) A single application may request a variance from more than one quantitative standard in the City Planning Code. Thus, although 153 applications were decided, 174 variances from Code standards were either granted or denied. The following table shows the types of variances that were decided.

Code Standard	<u>Variances Decided</u>		<u>Granted</u>		<u>Denied</u>	
	<u>FY 82-83</u>	<u>FY 83-84</u>	<u>FY 82-83</u>	<u>FY 83-84</u>	<u>FY 82-83</u>	<u>FY 83-84</u>
Rear Yard	76	83	51	68	25	15
Off-Street Parking	42	35	26	23	16	12
Front Setback	15	17	13	15	2	2
Lot Size	18	17	16	14	2	3
Other	23	20	12	14	11	6
TOTAL	<u>174</u>	<u>172</u>	<u>118</u>	<u>134</u>	<u>56</u>	<u>38</u>

APPENDIX V

MAJOR PROJECTS REVIEW SECTION
FISCAL YEAR 1982-83

Assessor's Block	Motion No.	Case No.	<u>Office Projects</u>
3741	9449	82.203C	201 Spear
3709	9451	81.113ED	Central Plaza
227	9456	EE80.296	Bank of Canton
311	9463	82.120D	S.F. Federal Savings
3722		81.417E	144 Second St.
271		83.13E	582 Bush St.
270	9488	81.175ED	466 Bush St.
176	9443	81.673EC	Pacific/Columbus Building
3707	9564	81.492ED	90 New Montgomery
240	9589	81.705ED	580 California St.
265	9597	81.195EC	388 Market St.
58	9606	82.234ED	Roundhouse
288	9610	81.461EC	333 Bush St.
3708	9722	81.493ED	71 Stevenson St.
3512	9725	82.14ED	1660 Mission St.
3707	9732	81.245ED	33 New Montgomery St.

Residential Projects

				<u>No. Units</u>
304	9448	81.449EC	747 Post St.	152
52	9474	81.587EC	530 Chestnut	97
	9481	82.229EC	Welsh Commons	160
3283	9489	82.375EC	1800 Ocean Av.	56
597	9510	82.245ECV	Polk/Jackson	24
	9569		Mission/Capp	38
60	9587	82.479EC	111 Chestnut	160
	9633	82.167C	Ocean Beach IV	135
273	9652	82.91EC	750 Bush	60
4283	9693	83.95C	Wisconsin Street	120
6423	9733	82.578EC	Carter Street	102

APPENDIX VI
 MAJOR PROJECTS REVIEW SECTION
 FISCAL YEAR 1983-84

Assessor's Block	Motion No.	Case No.	<u>Office Projects</u>
3717	9786	81.183ED	123 Mission St.
288	9835	81.687ED	222 Kearny St.
3702	9837	81.549ED	1145 Market St.
3750	9852	82.241EC	600 Harrison St.
9900	9864	81.63E	Ferry Building Rehab.
3764	9921	82.591E	Second St. Square
59	10017	83.177ED	1620 Montgomery
236		82.511E	222 Front St.
309	10031	83.333	212 Stockton St.
286	10047	82.313EC	Sutter/Stockton Garage
285	10048	83.148EC	665 Bush St. (45 units)
227	10050	82.463	505 Montgomery St.

Residential Projects

				No. Units
	9739	81.581EC	Polk/O'Farrell	214
	9740	83.53EC	900 Bosworth	20
225	9772	81.403	814 Stockton St.	29
324	9774	83.131EC	465 O'Farrell	101
2607	9787	82.358	355 Buena Vista	137
642	9791	82.224EC	California/Van Ness	242
	9809	83.115E	16th/Hoff	48
6544	9821	81.4CU	25th/Clipper	27
69	9869	83.49EC	1150 Lombard	42
6572	9927	83.411ECZ	Army/Folsom	130
349	9968	83.212ECV	54 McAllister	100
6985	9976	84.38EC	625 Holloway	42
336	10014	83.21EC	440 Turk	89
	10016	83.18EC	17th/Eureka	48
3283	10025	84.142EC	1780 Ocean	34
304	10033	83.462EC	747 Post Redesign	249

Major Downtown Hotel Projects

297	81.400ED	Post/Mason Hotel	375 Rooms
325	83.564	Hilton Hotel Addition	405 Rooms

APPENDIX VII

ANNUAL REPORT

STAFF AND FUNDING SOURCES

Funding Source	Departmental Sections										
	Plans and Programs		Code Compliance		Project Review & Environmental Evaluation		Department Management		Total		
	F/Y82-83	F/Y83-84	F/Y82-83	F/Y83-84	F/Y82-83	F/Y83-84	F/Y82-83	F/Y83-84	F/Y82-83	F/Y83-84	
1. Ad Valorem Professional Clerical Graphics	21 4 1	24 4 1	15 3 2	15 4 2	24 4 1	24 4 1	7 6 -	7 6 -	67 17 4	70 18 4	
2. Grants (Federal & State) Professional Clerical	6 -	3 -	- 1	- 1	- 1	- 1	- -	- -	- 2	6 2	3 2
TOTAL	32	32	21	22	30	30	13	13	96	97	

APPENDIX VIII

SUMMARY OF MBO PERFORMANCE
BY PROGRAM AREA

Program Area	MBO Performance Measures									
	Total No. of Measures		No. of Measures Above Target		No. of Measures At Target		No. of Measures Below Target		No. of Measures Below Target	
	F/Y82-83	F/Y83-84	F/Y82-83	F/Y83-84	F/Y82-83	F/Y83-84	F/Y82-83	F/Y83-84	F/Y82-83	F/Y83-84
Plans and Programs	4	4	-	-	4	4	-	-	-	-
Code Compliance	9	9	-	1	5	3	4	4	4	5
Project Review and Environmental Evaluation	5	6	-	-	4	2	1	1	4	4
Department Management	4	4	-	-	3	3	1	1	1	1
TOTAL	22	23	-	1	16	12	6	6	10	10

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DEPARTMENT OF CITY PLANNING
— SAN FRANCISCO

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CITY AND COUNTY OF SAN FRANCISCO
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City Planning Commission F/Y 1984-85

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Jerome H. Klein

Dr. Yoshio Nakashima, Vice President

C. Mackey Y. Salazar

Roger Boas, Chief Administrative Officer
Alternate: Norman Karasick, City Architect

Rudolf Nothenberg, General Manager, Public Utilities Commission (PUC)
Alternate: Douglas G. Wright, Director, Planning and Development (PUC)

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George A. Williams, Assistant Director-Plans and Programs

Lee Woods, Jr., Administrative Secretary, City Planning Commission



City and County of San Francisco
Department of City Planning

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PLANS AND PROGRAMS
(415) 558-6264
IMPLEMENTATION / ZONING
(415) 558-6377

The Honorable Dianne Feinstein
Mayor of San Francisco
Room 200, City Hall
San Francisco, CA 94102

Dear Mayor Feinstein:

On behalf of the City Planning Commission and the Department of City Planning, we are pleased to submit our Annual Report for Fiscal Year 1984-85.

During the 1984-85 period, the Commission and the Department's major accomplishments included: Commission certification of the Downtown Plan Environmental Impact Report, adoption of the Master Plan Element and passage of the City Planning Code Ordinance amendments, passage of Interim Zoning Controls in Neighborhood Commercial Districts city-wide, establishment of Interim Zoning Controls for Chinatown and publication of the revised Recreation and Open Space Element proposal for citizen review. Substantial progress was made on planning studies for Rincon Hill, Chinatown, South of Market, North of Market and Van Ness Avenue.

With additional staff, the Department was able to undertake the various planning initiatives and maintain its implementation functions. Twenty-one major projects were considered and approved by the Commission, including 10 office or mixed-use projects involving 1.8 million square feet and 11 residential projects with 909 residential units. In addition, over 6,800 building permit applications were reviewed by the Department.

We wish to express our appreciation for the strong support and guidance we have received from your office. We look forward to continuing to work closely and cooperatively in the future with your office, the Board of Supervisors and the people of the City.

Very truly yours,

Toby Rosenblatt
President
City Planning Commission

DEPARTMENT OF CITY PLANNING

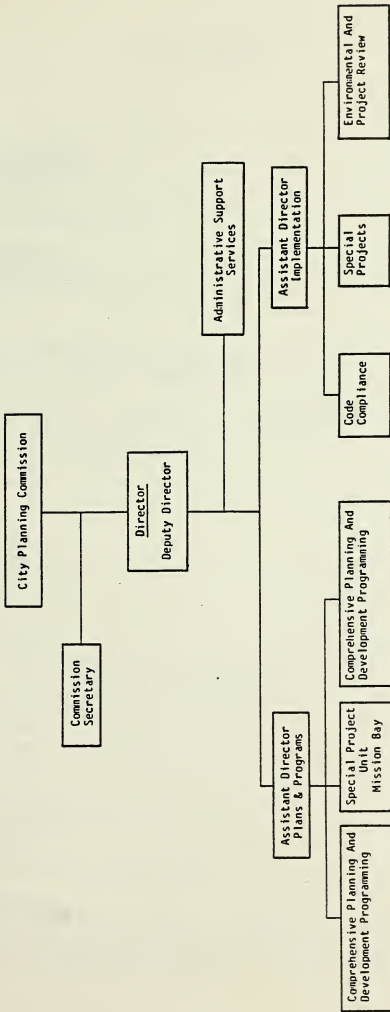


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I. OVERVIEW

The basic purpose of City Planning is to assure orderly development of the City and County of San Francisco as a whole. This purpose is mandated by the City Charter, state law, and local ordinances or administrative codes. For example, Section 3.524 of the City Charter states:

"It shall be the function and duty of the City Planning Commission to adopt and maintain ... a comprehensive, long-term, general plan for the improvement and future development of the City and County, to be known as the Master Plan. The Master Plan shall ... present a broad and general coordinated and harmonious development, in accordance with the present and future needs of the City and County."



HIGHLIGHTS F/Y 1984-85

1. Downtown Plan

Perhaps the most significant progress accomplishment has been the completion of the Downtown Plan and a set of proposed controls for implementing the Plan. The Plan sets forth a long-range strategy for managing growth in the central business district of San Francisco. It was approved by the City Planning Commission on November 29, 1984. The proposed zoning controls for implementing the Plan are presently before the Board of Supervisors for public hearings. Final approval of the Downtown Plan is anticipated in early F/Y 1985-86. The Department continues to study the impacts of the Downtown Plan and growth on the adjacent Chinatown community.

2. Neighborhood Commercial Rezoning

The Department has also made significant progress toward managing commercial growth in neighborhood districts of the city. In February 1985, a proposal for adoption of neighborhood commercial rezoning was published. This proposal covers all neighborhood commercial areas of the city except Chinatown, Fisherman's Wharf, Van Ness Avenue, Executive Park, and Stonestown Shopping Center. In March 1986, the City Planning Commission adopted this proposal and instituted an interim set of controls for managing neighborhood commercial activity.

3. Mission Bay Study

The Department initiated planning efforts in anticipation of embarking on the Mission Bay Study in F/Y 1985-86. The Mission Bay Area, which comprises approximately 300 acres, is owned by the Santa Fe Pacific Realty Corporation, who propose to develop these lands. The Department anticipates conducting a study which will include planning, zoning and environmental areas, resulting in a plan for the development of the Mission Bay Area. The Mayor's letter of October 16, 1984 to Santa Fe Pacific Realty Corporation established a starting point and benchmark for the Department on this study.

4. Proposition K

Proposition K was passed by the voters in June 1984. The purpose of this proposition is to prevent significant future shadow impacts on the city's open spaces. During F/Y 1984-85, the City Planning Code was amended to require City Planning Commission approval of projects affected by Proposition K. A Supplemental Appropriation Request has been submitted for the funding of a study to develop a computerized system for use in determining shadow impacts.

5. Special Studies

Significant progress has been made in a number of studies which were initiated or continued in F/Y 1984-85. The study areas include Rincon Hill, South of Market, North of Market, Van Ness Avenue, Chinatown and transportation-related improvements. A Supplemental Appropriation Request for the South of Market Study was approved in April 1984; these funds were instrumental in providing outside expertise in the areas of economic

analysis, as well as additional staff to carry out planning activities. In addition, the Department published the Draft Element, Recreation and Open Space, in F/Y 1984-85.

The F/Y 1984-85 Department staff was increased by 12, enabling the Department to undertake the various planning initiatives listed above, as well as to maintain the implementation functions -- project review, permit processing and violation abatement. As new zoning controls become effective, the work load of the Implementation Division increases as a result of greater complexity of review procedures. The increase in staff in F/Y 1984-85 allowed the Department to respond to a variety of planning issues. The need continues for additional implementation staff to improve Department performance in review functions.

DEPARTMENT ORGANIZATION

The decision-making authority for City Planning is vested by Charter in the City Planning Commission, with the Director of Planning responsible to the Commission. The Department as a whole serves as staff to the Commission. All major items worked on by staff are reviewed by the Director and must go to the Commission, either for a decision, for recommendation to another body, or for information and comment to staff.

To carry out its purpose, the Department is organized into two primary operating divisions: the Plans and Programs Division and the Implementation Division, each headed by an Assistant Director. Overall management of these operating divisions is carried out by Department Management, which consists of the Director, the Deputy Director, the Secretary to the City Planning Commission, and their immediate staffs. Below is a description of each of these organizational divisions.

PLANS AND PROGRAMS

The Plans and Programs Division is responsible for developing the plans and policies that are adopted by the City Planning Commission. This responsibility includes revising and updating on a periodic basis the Master Plan and its various Elements as well as making special studies and developing special programs for carrying out planning policy. Accordingly, Plans and Programs is organized into two sections: Comprehensive Planning and Conservation and Development Programming, each headed by a Planner V.

Comprehensive Planning

This section does the work necessary to revising and updating the Master Plan and its various Elements. Elements of the Master Plan adopted in compliance with State law, Section 65302 of the Government Code, include: Circulation (Transportation), Housing (Residence), Conservation, Recreation and Open Space, Community Safety, Environmental Protection, Urban Design, and Commerce and Industry. Organizational units in this section correspond to those elements requiring the greatest amount of work and ongoing staff attention: namely, Transportation, Energy, Residential Policy Development, and Recreation and Open Space. In addition, there is a unit on Intergovernmental Liaison.

Conservation and Development Programming

This section prepares the special studies and programs necessary for carrying out planning policies. Frequently these studies and programs are area- and/or project-specific. Its organizational units include: Neighborhood Planning and Commercial Rezoning, Residential Area Rezoning, Downtown Rezoning, and Capital Programming.

In January 1984 the Department initiated work on a major new project, the South of Market/Ravshore Industrial Plan. This project is necessary to deal with planning issues resulting from the spread of office and commercial growth from Downtown to the South-of-Market area. The area of study has been expanded to include all of the industrially zoned district on the east side of the City. Work on this project is shared by the Comprehensive Planning section and the Conservation and Development Programming section.

IMPLEMENTATION

The Implementation Division is responsible for implementing the Master Plan Elements and general planning policies after they are adopted by the Commission. It carries out this responsibility through administration of the City Planning Code, the City's Subdivision Ordinance, Chapter 31 of the City's Administrative Code, and the California Environmental Quality Act (CEQA). The Assistant Director of Implementation also serves as the City's Zoning Administrator. This Division is organized into the following sections: Code Compliance, Project Review and Environmental Evaluation, and Special Projects, each headed by a Planner V.

Code Compliance

The Code Compliance unit is responsible for:

- adaptation of the Planning Code, including hearings of requests for variances from specific provisions of the Code and interpreting the meaning on Code language when it is unclear as to how it applies to a specific case.
- review of building proposals and permit applications to determine their conformity with Code provisions.
- abatement of Code violations and implementation of conditions attached to development approvals.

Project Review and Environmental Evaluation

This unit is responsible for:

- preparation of cases for public hearing before the City Planning Commission on Master Plan referrals, discretionary review of permits and applications for conditional uses, and review of applications for landmark status, and amendments to the zoning map and text.

- administration of Chapter 31 of the Administrative Code and CEQA, both of which relate to environmental quality, including reviewing and evaluating those public and private projects not exempted by the law to determine their effect on the environment.

Special Projects

The section is responsible for:

- review of major complex and/or controversial building proposals, typically involving highrise office buildings, hotels, major retail stores, apartment houses, etc., and requiring staff to work with project sponsors and community organization, to make recommendations on projects to the Planning Commission, to guide project sponsors through the procedures required for permit approval, to review permit applicants and plans, and to monitor construction for compliance with conditions.
- provision of staff to the Landmarks Preservation Advisory Board to facilitate administration of the Planning Code's Historic Preservation Article, including making recommendations to the Advisory Board and the Planning Commission on issues relating to landmark designations and certificates of appropriateness.

ADMINISTRATION/SUPPORT UNITS

The Director and Deputy Director are responsible for the overall management of the Department. The Commission Secretary provides support to the City Planning Commission. Included in the overall management of the Department is the provision of support services to the operating divisions in areas related to personnel, accounting, supplies, facilities maintenance, and information and statistical services. The primary objective of management is to assure that the Department's resources are being utilized with maximum efficiency and effectiveness toward accomplishment of the Department's program goals. Management is also responsible for monitoring the Department's performance according to the citywide Management by Objectives (MRO) System.

II. PLANS AND PROGRAMS

Staffing for the Plans and Programs Division for F/Y 1984-85 consisted of 42 positions, 36 of which were Ad Valorem funded. Under the direction of the Assistant Director for Plans and Programs, this staffing includes 33 planners and 8 clerical and technical positions. These staff resources worked on more than 40 projects during the course of the year. The work was divided between the two main sections of the Division: Comprehensive Planning and Conservation and Development Programming.

NEIGHBORHOOD COMMERCIAL

NEIGHBORHOOD COMMERCIAL

PROPOSAL FOR ADOPTION

CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF CITY PLANNING

COMPREHENSIVE PLANNING

This section is primarily responsible for revising and updating the various Elements of the Master Plan and carrying out special studies pursuant to the goals of these elements. Accordingly, the section is organized into the following units: Transportation, Housing, Energy and Recreation and Open Space. It also has an Intergovernmental Planning and Coordination function.

TRANSPORTATION

The Transportation staff is responsible for the Circulation Element of the Master Plan as well as a number of special transportation projects. Its work program for F/Y 1984-85 included 9 special projects and 6 ongoing projects.

Downtown Plan - Transportation

Planning staff assisted in the refinement of the Transportation Sections of the Downtown Plan and its Environmental Impact Report (EIR), which led to the final adoption of the Plan by the City Planning Commission on November 29, 1984 and certification of the EIR on October 18, 1984. Transportation planning staff also revised sections in the City Planning Code pertaining to parking and transportation requirements.

I-280 Interstate Transfer Concept Program

This project deals with a study to identify and analyze alternative transportation improvements to mitigate the potentially negative impacts that would result from the withdrawal of the proposed I-280 connection to the Bay Bridge. Staff is involved in the study through participation in the Intergovernmental Technical Advisory Committee and the Policy Control Committee. A Draft Environmental Impact Report (DEIR) was completed and a public hearing was held in November 1984. On May 23, 1985 the City Planning Commission certified a Final Environmental Impact Report (FEIR) as accurate and complete. In June 1985, a joint City staff recommendations report on a list of preferred alternatives was published. This joint City staff recommendations report was endorsed by the Public Utilities Commission, the San Francisco Port Commission, and the Redevelopment Agency Commission in June 1984. The report will be presented to the City Planning Commission for endorsement before its submittal to the Board of Supervisors for further actions.

Southern Pacific Mission Bay Project

Transportation planning staff assisted in the selection of transportation consultants and designing of transportation work program for the project. The project is scheduled to begin in the fall of 1985 and is expected to require a significant amount of time from this unit.

Main 101 Corridor Transportation Improvement Study

This is a study undertaken jointly by San Francisco, Marin, and Sonoma Counties and designed to improve transportation access to the Main 101 Corridor. Transportation staff reviewed reports prepared by the

consultant team and participated in meetings of both the Technical Advisory Committee and the 101 Corridor Action Committee. Phase I of the project was finalized in December of 1984. Phase I identified transportation needs for year 2005 and developed a list of alternatives for meeting the needs. Phase II of the project is scheduled to begin in F/Y 1985-86. Phase II will define the preferred alternative and prepare a Corridor Plan and Environmental Impact Report for implementing the preferred alternative.

Market Street Planning Study

This study deals with whether street car transit service should remain on the surface of Market Street and how future service can be integrated with trolley car and diesel bus lines, as well as other mixed vehicular traffic. It also looks at improving the location and design of loading islands so as to maximize flow and improve coordination among different types of transit vehicles. Planning function was completed in June 1985. A 9-month demonstration is scheduled to begin on August 7, 1985 with MUNI buses operating on all 4 lanes and some modifications to stop locations.

Transportation Brokerage

The Department through its Transportation Unit participates in the development, implementation, and monitoring of transportation plans for new downtown office structures in order to maximize the potential for commute alternatives, such as ridersharing, public transit, and flex time. Staff has been working with building managers for 5 downtown office buildings in developing a Memorandum of Agreement so that the transportation program for the building can be monitored. Staff is also coordinating with managers of other downtown buildings regarding similar programs. This is an ongoing program.

South of Market Rezoning Study and Environmental Impact Report

This project examines various zoning issues facing the South of Market area. The transportation planning staff assisted in the preparation of and reviewed the transportation policies and implementing actions. Transportation analysis for the project Environmental Impact Report started shortly before the end of the fiscal year and will continue through F/Y 1985-86.

Neighborhood Commercial Rezoning Environmental Impact Report

This Environmental Impact Report (EIR) analyzes potential impact that may be generated by the Neighborhood Commercial Rezoning Project. Transportation planning staff assisted in setting up the framework for the transportation impact analysis for the EIR and is responsible for analyzing transportation impacts for different neighborhood commercial zoning districts.

Chinatown Rezoning Study

This project examines critical zoning issues facing Chinatown. Transportation Section staff assisted in the preparation of transportation issue papers, setting up questionnaires for the community workshop regarding transportation issues and drafting transportation policies and implementing actions for the rezoning study.

Transit Preferential Streets Project

This project is funded by a grant from the Urban Mass Transportation Administration of the U.S. Department of Transportation. The purpose of this project is to implement various transit preferential treatments in city streets such as transit lanes, traffic signal preemption for transit, general traffic and parking enforcement and bus loading platforms. The project began in April 1985 and will last for two years. A Technical Advisory Committee, with representatives from MUNI, Department of Public Works and Police Department was formulated to assist in the implementation. Both problems and solutions have been identified for Haight and Union Streets. Implementation processes for these two streets and others identified in the work program will follow.

Neighborhood Parking Program

This study was directed by the Office of the Mayor to examine the needs for parking in the neighborhoods and to recommend solutions for increasing parking supplies. The study started in November 1984 with the assistance of students from San Francisco State University and U.C. Berkeley. A preliminary draft report was completed in May 1985. The report prioritizes the ten most needed neighborhoods and recommends ways to increase both on and off-street parking supplies to alleviate demand.

Peninsula Mass Transit Study

This study examines several mass transit alternatives for the Peninsula Corridor between San Francisco and San Jose. The study is managed by Metropolitan Transportation Commission (MTC) and has representatives from all three counties, their respective transit agencies and cities in the Corridor. Transportation planning staff represented the City on the local government committee. The study started in July 1984 and completed in June 1985.

Project Implementation of Pedestrian Studies

This project implements the recommendations of previous grant-funded planning studies which have identified specific streets and intersections in need of improvement to increase pedestrian safety and ease of movement, particularly in the downtown area and as a part of developing a comprehensive pedestrian network for the City. Staff has been coordinating with the Department of Public Works in implementing clear zones and better signage for pedestrian crossing at five Montomery Street intersections. Funding for this project was secured and the project was mostly implemented by the end of June 1985.

Participation in Project Review

The Transportation Unit regularly coordinates with staff from other sections in the Department on reviews of major individual development projects, their respective environmental documents and approval motions.

Coordination with Other City Departments and Outside Agencies

The Transportation Unit maintains regular liaison with a number of other City departments, such as MUNI, and outside agencies, such as the Metropolitan Transportation Commission (MTC). There are three committees this unit coordinates on a regular basis: the Transportation Policy Group (TPG), the Interdepartmental Staff Committee On Traffic and Transportation (ISCOTT), and Federal-Aid Urban Funding Committee (FAU). This liaison is important for assuring that the City Planning policies are adequately taken into account in the programs of agencies whose policies impact those of San Francisco.

HOUSING

The Housing staff is responsible for the Housing Element of the Master Plan. During F/Y 1984-85, this responsibility covers work in 11 program areas, 9 of which consist of special projects. Staff has also been working on two major rezonings involving housing development opportunity and housing preservation.

Revision of the Residence Element and Master Plan Referrals

This project involves review and update of the Residence Element of the Master Plan. The revised Element was adopted by the City Planning Commission on June 28, 1984, and requires subsequent periodic review, evaluation, and update to keep the Residence Element current. This project includes review of major housing projects for consistency with the Residence Element housing policies and objectives.

Housing for the Disabled

This project evaluates recently-enacted State regulations on accessibility and adaptability of residential dwellings for disabled occupants and local implementation for meeting the housing needs of the disabled in San Francisco. This project was completed in F/Y 1984-85. Housing staff will continue to monitor compliance when reviewing new housing projects subject to these State housing regulations.

Office Affordable Housing Production Program (OAHP)

Another housing effort continued through F/Y 1984-85 is the Office Affordable Housing Production Program. This project involves the housing staff working with the Mayor's Office of Housing and Economic Development and the City Attorney's Office on an ordinance requiring that project sponsors of major new office buildings assist in meeting the housing demand generated by their development by constructing housing, a portion of which is to remain affordable to low- and moderate-income households,

or pay an in lieu fee for the development of such housing. The analyses underlying the ordinance and a draft of the preliminary ordinance was completed in March 1985. (It was subsequently adopted by the Board of Supervisors as part of the Downtown Plan adoption process.)

Annual Review of Residential Hotel Status

The Housing Unit in F/Y 1984-85 prepared the Annual Status Report on the operation of the Residential Hotel Unit Conversion and Demolition Ordinance as required by Section 41.17. The report covered the F/Y 1984-85 reporting period. This is an annual ongoing project which is prepared in coordination with the Bureau of Building Inspection and Division of Apartments and Hotel Inspection which is the responsible agency for program administration and enforcement.

Annual Housing Information Series

The Housing Unit in F/Y 1984-85 continued the ongoing task of preparing the Annual Housing Information Series Report on changes to the housing stock through new housing construction, demolitions, and conversions. This work is done in coordination with the Department's information statistical services staff and the Bureau of Building Inspection and Division of Apartments and Hotel Inspection. The analysis of data is computerized for this report but data gathering is still manual. Staff is working on computerizing the data collection process as well. In addition, housing staff monitors the ongoing volume of housing projects under City Planning review.

Residential Demolition Ordinance Proposal

This is a new project which began preliminary analysis of demolition of residential units. This project looked at demolition trends and issues and policy recommendations to better regulate the process of residential demolition and new construction. This project will require extensive public review by the City Planning Commission and the Board of Supervisors before any formal proposals are adopted as part of the City Planning Code.

Rincon Hill

The Final Environmental Impact Report on the Master Plan and City Planning Code amendments to facilitate development of a new mixed use housing area near Downtown was certified in June 1985. The Master Plan and City Planning Code revisions are pending approval by the City Planning Commission and the Board of Supervisors.

International Hotel

This is a continuing special project that involves providing staff support to a 16-member advisory committee, originally appointed by the Mayor in 1980 and charged with monitoring implementation of the development of the I-Hotel Block. In July 1984, a Memorandum of Understanding was signed by the Mayor, the Four Seas Investment Corporation and the Committee involving a proposal to create 140 units of

deeply subsidized elderly housing and commercial development. During F/Y 1984-85, the Committee reviewed the development of more detailed design for the project and provided a conduit for community response to the project.

Van Ness Avenue

This project involves the completion of the City Planning Code amendments and an Environmental Evaluation to facilitate conversion of Van Ness Avenue into a mixed residential/commercial street. The administrative Draft Environmental Impact Report was completed during F/Y 1983-84. Based on its findings, the Plan was rewritten. A Draft Environmental Impact Report is currently being written for the revised policy recommendations.

ENERGY

In addition to serving as staff to the Citizen's Energy Policy Committee (CEPC), appointed by the Mayor, this staff is responsible for the Energy Element of the Master Plan and carries out a variety of special projects designed to help meet the City's energy conservation needs. The Energy Unit is comprised of non-Ad Valorem staff. Funding is from the Urban Consortium and by a work order from the San Francisco Public Utilities Commission.

During F/Y 1984-85, the Energy Unit was involved in the following activities; Review of Energy Conservation Guidelines, Study of Waste Heat Utilization, Energy Consumption Monitoring Procedures, Waste Heat from Office Cogeneration Units for District Heating, Rebate Program for Boiler Renovation, Public Housing, Financing/Tenant Rebate Program, District Heating/Cogeneration Program Management.

RECREATION AND OPEN SPACE

The Recreation and Open Space staff is responsible for revising the Recreation and Open Space Element and for preparing implementation measures for the Element. The unit is coordinating plans with City and other public agencies, and reviewing private plan proposals to promote development that is consistent with Master Plan policies.

Recreation and Open Space Element

The Open Space staff is revising the Recreation and Open Space Element. A Proposal for Citizen Review was published. Ten public meetings were scheduled to present the proposed amendment and receive public input. Staff is revising the document and will publish a Proposal for Adoption that will be presented to the City Planning Commission in F/Y 1986 for action.

Recreation and Open Space Programs

The Open Space Group is preparing a Programs document to recommend specific ways to implement the Recreation and Open Space Element. Policies regarding regional open space are primarily being carried out by

Federal and State Agencies, as well as several counties and other open space agencies in the region. Within the City, implementation of overall open space policies is the primary responsibility of the Recreation and Park Department and the Open Space Citizens Advisory Committee. This includes policies covering acquisition, development, and maintenance of parks and open space. A reforestation program will be developed. A plan to implement the trails policy will be developed. Programs to implement the Shoreline Section will be researched and identified. Responsibility to manage development along the waterfront are presently being implemented by the Department by reviewing development proposals and coordinating planning activities with the Port of San Francisco. Programs will be identified to implement policies in the Neighborhood Section; the Recreation and Park Department is primarily responsible for implementing Neighborhood Recreation and Open Space policies. The Department of City Planning has been implementing Downtown policies by review of development in the Downtown district.

Study of Pedestrian Improvements and Urban Design Issues in the Showplace Square Area

This project involves identifying potential landscape and urban design improvements in the Showplace Square area. The Open Space Group has been meeting with the Showplace Square Improvement Association and identifying potential areas for public open space improvements, street landscaping, and sidewalk pedestrian improvements. Improvements would be implemented by public and private action.

INTERGOVERNMENTAL PLANNING AND COORDINATION

This function involves the responsibility of maintaining liaison with regional agencies and other governmental bodies whose planning policies and programs affect those of San Francisco and where liaison is needed to protect the interests and effectiveness of San Francisco's planning policies.

Regional Agency Coordination

This project involves monitoring and participating in planning activities of regional agencies, such as the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC), where San Francisco's interests and needs require representation. Through this liaison, staff participated in a variety of regional issues during F/Y 1984-85.

Local Coastal Program

This project involves the adoption of the Western Shoreline Plan as part of the City's Master Plan and Local Coastal Program, and preparation of coastal permit review processing as part of the City Planning Code. The Department shall coordinate with the California Coastal Commission in the review of permit applications within the designated coastal zone area. Upon completion of this project, the City will assume coastal permit review authority from the California Coastal Commission.

CONSERVATION AND DEVELOPMENT PROGRAMMING

This section is responsible for the Commerce and Industry Element of the Master Plan and more specifically for making special studies and reports that are necessary for systematic effectuation of the policy goals of the Master Plan.

For F/Y 1984-85, it continued its focus on a major comprehensive rezoning for the downtown area, on revisions to the City Planning Code sections relating to commercial and industrial districts, on commercial rezonings for selected neighborhoods in the city and initiated a planning study for the Mission Bay area. It is also responsible for the City's Capital Improvements Program.

1. Downtown Plan

This is one of the largest projects being undertaken by the Department, involving the preparation of a comprehensive plan for the entire downtown area of San Francisco, including all of the work necessary for revising the downtown zoning regulations and presenting them to the City Planning Commission for approval. The Downtown Plan received final adoption by the City Planning Commission on November 29, 1984, after having undergone extensive public review.

2. South of Market/Bayshore Industrial Area Study (SOMBIA)

The SOMBIA Study is a comprehensive analysis of the building space and infrastructure needs of the city's light industrial and business service activities lying within the city's industrially-zoned lands along the eastern shoreline, from Market Street south to the county line. The SOMBIA Study will identify the present and projected space needs, and rent and location sensitivities of the city's remaining industrial and service businesses and will propose Master Plan policy and City Planning Code amendments which would facilitate the continued growth of these activities.

The large study has been divided into three phases: Phase I includes the planning analysis and preparation of a Plan and new zoning controls and an environmental analysis of both for the South of Market area bounded by Mission and Townsend, Second and Division Streets. Phase I should be completed by June 1986. Phase II includes the preparation of a Plan, zoning controls and environmental assessment document for the Showplace Square area and Inner Mission Industrial area. Phase II should begin in January 1986 and be completed by June 1987. Phase III includes an analysis and preparation of a Plan and zoning controls, and an Environmental Evaluation of those, for the China Basin/India Basin/Hunters Point area of the city and should begin by June 1987 and be completed by January 1989.

3. Neighborhood Commercial Rezoning

This project involves the preparation of new zoning regulations for 240 neighborhood commercial districts located throughout the city.

After numerous meetings with neighborhood and other groups, revisions to a May 1984 draft proposal for citizen review were made and a proposal for adoption was published in February 1985. After public hearings, the February proposal was subsequently adopted by the City Planning Commission in March 1985 for a one-year period. Final revisions and a Draft Environmental Impact Report are being completed before public hearings on permanent controls can be held.

4. Chinatown Planning and Rezoning Study

This project involves the preparation of Master Plan policy and zoning revisions. Interim controls in the form of a Special Use District protecting housing and interim reclassification of existing Downtown General and Downtown Office Districts were approved by the City Planning Commission in October 1984 and January 1985. As part of the study, the staff held two sets of bilingual Community Forums on Commerce & Employment and on Transportation. After additional work on Open Space, Urban Form and Preservation, the staff will present Preliminary Policy and Zoning Recommendations.

5. Mission Bay Study

This study includes planning, zoning, environmental and related studies. The approximately 300-acre Mission Bay area is within the boundaries of the China Basin and Central Basin areas of the Central Waterfront Plan, where Santa Fe Pacific Realty Corporation proposes to develop its lands. Santa Fe has provided gift funding to the City to undertake this study. Mission Bay is presently underutilized land, formerly a shallow bay, generally bounded by Townsend, Third, China Basin, Mariposa and Seventh Streets. The Department wishes to develop suitable Master Plan policies and City Planning Code provisions to encourage appropriate land uses. The Mayor's letter of October 16, 1984 to Santa Fe Pacific Realty Corporation establishes a starting point and benchmark for the Department on this study. The Department contemplates a mixed use community with a substantial amount of housing, as well as secondary office and research and development space, with appropriate community services, and with recreation and open space opportunities that take advantage of the area's location and setting.

6. Capital Improvement Program

This project is an ongoing responsibility of the Department, involving one planner to coordinate annual preparation of the six-year Capital Improvement Program for the City as a whole. The Program is developed in close cooperation with other City departments and lists all capital improvement projects proposed for the budget year and the following five years. The Department reviews each project to assure conformity with the Master Plan. As a part of this responsibility, the Department also provides staff support to the Capital Improvements Advisory Committee.

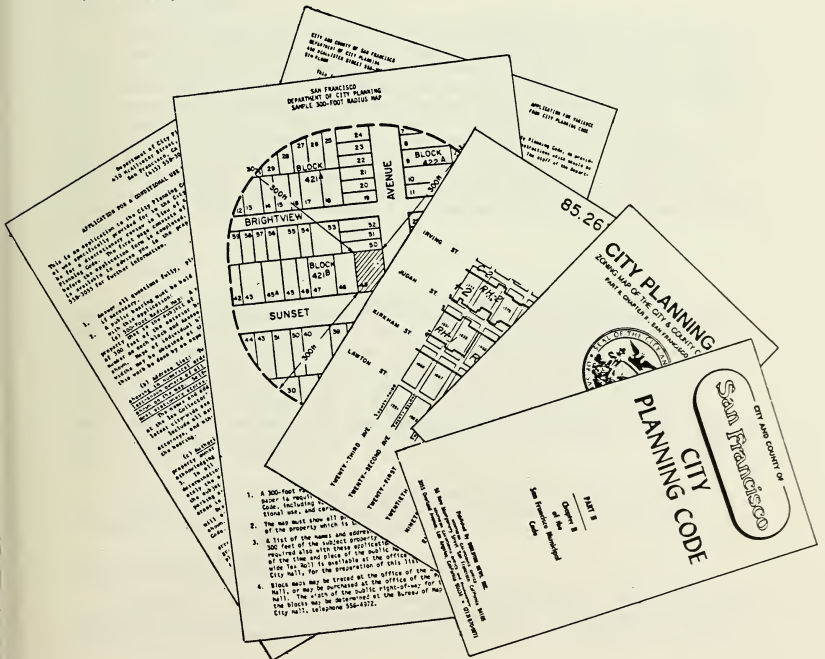
7. Proposition K

Proposition K, the Sunlight Ordinance, was passed by the voters of San Francisco in June 1984. The purpose of Proposition K is to prevent significant future shadow impacts on the City's open spaces. During F/Y 1984-85, the Department initiated activities to implement this proposition. In January 1985, the Board of Supervisors passed an ordinance which amended the City Planning Code to require City Planning Commission approval of projects affected by Proposition K. A Supplemental Appropriation Request was submitted to the Mayor for funding a specialized study to develop a computerized system for use in determining both existing and possible future shadow impacts on open spaces in San Francisco. The study is expected to be funded during F/Y 1985-86.

III. IMPLEMENTATION

Staffing for the Implementation Division for F/Y 1984-85 consisted of 55 positions, 53 of which were Ad Valorem funded. Under the direction of the Assistant Director of Implementation, who also serves as the City and County's Zoning Administrator, the staffing consisted of 38 planners and 15 clerical and technical positions.

In contrast to Plans and Programs, all of the programs in this Division are ongoing, involving some phase or area in the review, approval and/or certification of individual development proposals submitted by property owners, developers, architects, and project sponsors. The Division reviews and acts upon over 6,800 cases a year, ranging in size and complexity from modest modifications to a single-family residential dwelling to new construction of major highrise buildings. The Division is organized into three sections: Code Compliance, Environmental and Project Review, and Special Projects.



CODE COMPLIANCE

Code compliance activities primarily involve enforcement of the City Planning Code, the zoning ordinance of San Francisco. Zoning is defined as the partitioning of a city by ordinance into sections or zoning districts reserved for different purposes, primarily residential, commercial or industrial. In addition to establishing zoning districts for the use of property, the Planning Code and the Zoning Map accompanying it, provide standards for the height and mass of buildings, yards and open spaces, off-street parking requirements, sign requirements, landmark preservation, and the procedures for amending and appealing actions by the Department of City Planning and the City Planning Commission on these matters.

Under the Charter, the Zoning Administrator has the responsibility for implementation action and enforcement of the City Planning Code. The functions described in this chapter are part of that responsibility.

Information Office

The Department maintains an information counter which people can visit or call from 8:30 a.m. to 12 noon and 2:00 p.m. to 5:00 p.m. five days a week to find out how zoning regulations affect property. Since this counter is the first point of contact for most people who have business in the Department, it also serves a very important public relations function for the City. Hundreds of summaries, reports, pamphlets, schedules, reprints and flyers are distributed to the public each week. Approximately 15,000 telephone calls and 8,500 office visits are handled annually by the receptionists and planners assigned to duty at the counter. In addition to in-person inquiries, the information section answers written inquiries and surveys. Training sessions on the Planning Code and departmental procedures are presented to new planning staff weekly.

Permit Review

Substantial staff effort is expended on counseling applicants on providing proper plans and plan modifications to meet Code standards. This unit reviews permit applications submitted to the Department of Public Works for new buildings, alterations resulting in physical expansion or change in use, signs, and grading. It also reviews demolition permits and permit and license applications submitted to other departments, such as Police, Fire, Health and Social Services and works with project sponsors, architects, developers, and home-owners on Code standards and regulations. This is the Department's most basic point of interaction with the citizen/client. Service to the public has improved.

A total of 6,826 permit applications were reviewed during the year, including 58 for new buildings and 3,457 for alterations to existing buildings. See Appendix I for full statistics.

Board of Permit Appeals

The Board of Permit Appeals is empowered to hear appeals from the Zoning Administrator's decisions and determinations as well as from the City Planning Commission's decisions resulting from the exercise of discretionary review

over building permit applications. In hearing these appeals at its weekly meetings, the Board determines whether or not the actions taken by the Department resulted from proper exercise of authority or discretion.

Department staff appeared before the Board as respondent or co-respondent in 142 appeals during F/Y 1984-85. The Board voted to sustain the Department's position in 69% percent of the matters appealed and to overrule in 18% of the cases. The remaining appeals were withdrawn before the Board took action. Appendix II contains a summary of the subject matter and disposition of appeals filed during the fiscal year.

Staff time that must be devoted to preparing for and participating in appeal proceedings is significant. This is especially true in that many appeals are continued for further hearing at subsequent Board meetings or are re-heard if warranted by newly offered evidence.

Variance Review

The Zoning Administrator conducts public hearings, after due notice, on requests for variances from the strict application of certain quantitative standards in the City Planning Code. Standards controlling building location, off-street parking, and lot size, for example may properly be the subject of variance applications. Standards controlling the use of buildings and land, height and bulk of structures, and types of signs allowed, however, may not be varied by this procedure, but, instead, are properly the subject of review and action by the City Planning Commission.

During F/Y 1984-85, the Zoning Administrator issued decision letters for 169 variance applications.

A statistical analysis of the number and types of variance applications heard and decided by the Zoning Administrator during the past fiscal year is contained in Appendix III. As the analysis shows, in approximately 74% of completed cases, variance requests were granted. This statistic alone, however, conceals the fact that many variances were granted subject to conditions of approval which brought the proposal closer to compliance with the Code or otherwise reduced the effect or impact of the variance.

Violation Abatement

This unit processes building permit applications filed in response to Code Compliance orders on a city-wide basis. It also responds to reports of specific violations filed by the public and participates in ongoing programs such as systematic Code Compliance and RAP administered by the Department of Public Works. Staff activity involves investigation of violation sites, research of records and abatement requests, and follow-up with the City Attorney for court action on recalcitrant violators. Over 500 cases were processed by this unit in F/Y 1984-85.

A systematic review of Automobile Wrecking operations was initiated and enforcement coordination with the Police Department was also improved.

Non-Conforming Use Program

This unit maintains records for non-conforming use properties and establishes records for non-conforming uses created during the year as a result of rezoning activities or changes in the Planning Code.

Neighborhood Commercial/Special Use Districts

Prior to February 1985, 10 Neighborhood Commercial Special Use Districts were in effect: Union Street, Sacramento Street, Haight Street, Upper Fillmore Street, Upper Market Street-West, Upper Market Street-East, Castro Street-Eureka Valley, Valencia Street, 24th Street-Noe Valley, and 24th Street-Mission.

The Neighborhood Commercial Interim Zoning Controls became effective February 1985. As a result of this legislation, neighborhood commercial application review applies to approximately 220 neighborhood commercial areas ranging from large active districts to small corner clusters of grocery and convenience stores. Separate individual zoning districts are established for 15 neighborhood commercial areas, with zoning controls designed to meet unique conditions in these districts. This unit is responsible for processing applications which fall within neighborhood commercial zoning. Staff activities include case preparation, public hearings, field surveys and record-keeping.

ENVIRONMENTAL EVALUATION AND PROJECT REVIEW

In previous years, the Office of Environmental Review and Commission Cases Section were consolidated as one program area in order to provide more comprehensive administration and project management. During the year, this program area was separated and the Office of Environmental Review became a separate function.

OFFICE OF ENVIRONMENTAL REVIEW

The Department's Office of Environmental Review (OER) carries out environmental review for all departments and agencies of the City and County of San Francisco, in compliance with the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and Chapter 31 of the San Francisco Administrative Code, and the National Environmental Policy Act (NEPA). Environmental review is one of several areas of review by the Department which provide input to decisions. In administering environmental review, the Department provides a process which is efficient and responsive to various public needs, and which has priorities which conform to Master Plan goals and objectives as well as to State law and Federal law.

Environmental review is a process directly shaped by legal requirements and it must, therefore, be orderly, procedurally correct and well-documented. The product of this process requires full public scrutiny to meet the spirit of the law in accurately informing project sponsors, the general public and decision-makers about the environmental impacts of projects. Revision of City environmental procedures is ongoing, due to changing provisions in State law, court decisions, and administrative efforts to make the environmental review process more efficient and more consistent in its operation.

Litigation on environmental review documents continues as a major factor, as most EIR's, and several negative declarations for office buildings were appealed to court. This put greater demand upon maintaining consistency between documents, upon fully responding to all public comments and maintaining project records. The cumulative impacts of all office development downtown continued to have great importance in environmental documents, and environmental impact reports were required for projects which had significant impacts only by virtue of their contribution to significant cumulative impacts.

The Downtown Plan EIR was certified during this period, and provided an exhaustive analysis of the environmental impacts of alternative growth management controls for Downtown. The Section staff provided support in the form of explanation and reports on environmental issues to the Board of Supervisors in the Board's deliberations and action on the ordinances implementing the Downtown Plan.

COMMISSION CASES

This section handles a large variety of projects which are characterized by requirements for either City Planning Commission action or, where delegated by the Commission, staff review for conformity with the Comprehensive Plan. Responsibilities include: (1) reclassifications (rezoning) of property and front set-back modifications, (2) conditional uses, (3) discretionary review, (4) institutional master plans, (5) land, condominium and conversion

subdivisions, (6) master plan referrals involving public property, and (7) text amendments to the City Planning Code. These actions of the Department rely upon objectives and policies of the Comprehensive Plan, and criteria of the City Planning Code, to approve or disapprove projects.

Staff support for these projects includes maintenance of records, investigations and field trips to properties, provision of public notice, preparation of case reports, memoranda and draft resolutions, presentation of cases and recommendations to the Commission, preparation of final Commission resolutions, transmittals as required to the Board of Supervisors, and appropriate presentations at Board hearings. The section also has responsibility in the scheduling of these and other types of projects before the Planning Commission.

Reclassifications and SetBack Modifications

Reclassifications and setback modifications are legislative actions, requiring Board of Supervisors' adoption following Planning Commission action. A reclassification of property changes either the Use District or the Height and Bulk District within which a property is located, and in so doing amends the official Zoning Map of the City. This has fundamental implications for how a property may be developed: whether residentially, commercially or industrially, at what density, at what size and height. A front setback modification affects the distance from the street property line where a structure can be built. This legislated front setback is independent of the Planning Code requirements for averaging front setbacks of abutting properties to determine when construction can commence.

Conditional Uses

Conditional uses require approval by the Commission subject to specific Planning Code criteria, which include a finding that the proposed use must be necessary or desirable for, and compatible with, the surrounding community. These conditional uses run the gamut from churches and childcare facilities to conversion of dwellings to offices and planned unit developments.

Subdivisions

Subdivisions include divisions of land, new condominiums, and condominium conversions. All subdivisions must be reviewed for consistency with the Master Plan (Comprehensive Plan) under the City Charter, the Subdivision Code and State Law. The City Advisory Agency (Director of Public Works), in acting on subdivisions, must disapprove any subdivision found to be not consistent with the Master Plan, and must impose any conditions established for consistency with the Master Plan. The final decision rests with the Board of Supervisors on appeal.

Master Plan Referrals

Master Plan referrals are a tool provided by the Charter for realization of the objectives of the Comprehensive Plan. Through the referral procedure, the Department helps guide the development of publicly-owned

properties and facilities. This procedure requires, for example, that before a City Department can acquire or sell land, it must refer the matter to the Department of City Planning to determine whether such action is in conformity with the Master Plan. The Department then forwards its finding to the initiating agency and to the Board of Supervisors for their consideration before final action on the proposal.

Institutional Master Plans

Under the City Planning Code, the Department of City Planning is responsible for securing and making publicly available master plans for all hospitals and institutions of higher learning within the City. This has been done by maintaining informal contact with the major institutions and by reviewing master plan documents as they are submitted.

SPECIAL PROJECTS REVIEW

The Special Projects Review Section is responsible for coordinating the review of major proposed buildings which are under consideration by the Department. For new projects, such review includes initial contact and subsequent communication with developers, community groups and other agencies, and proceeds through all aspects of a project's development. Internal staff coordination for such projects includes review of environmental evaluation and environmental impact reports, checks for compliance with the City Planning Code, review of conformity with Comprehensive Plan provisions, consideration of possible discretionary review and preparation of case reports, motions for Commission action, and staff recommendations to the City Planning Commission. Subsequent to action on a project by the Department or Commission, it is the responsibility of the Special Projects Review Section to provide follow-up review to assure conformity with conditions established as part of approvals. The section also processes demolition, alteration and building permits and represents the department at the Board of Permit Appeals for projects for which it had coordinated the previous review.

The chief functions of the Special Projects Review Section are:

1. To coordinate the review of major development projects:
 - a. Downtown office, hotel, commercial and mixed use projects
 - b. Large projects in neighborhood locations
 - c. Projects in Special Use districts
 - d. Residential projects that are of a large scale or in sensitive locations
2. To review all projects of certain types and at certain locations:
 - a. School sites and other public lands
 - b. Locations for which the City Planning Commission has established a policy of discretionary review (Downtown, Market Street, Bernal Heights, etc.)
 - c. Projects in certain neighborhood commercial districts or residential areas which are singled out for special review.

3. To coordinate the review of Certificate of Appropriateness for alterations of Landmarks and other architecturally worthy buildings.
4. To develop general urban design guidelines and procedures for review of future building projects.
5. To develop proposals for amending the Planning Code and height and bulk controls, particularly as they relate to large scale projects and downtown development.

Special Projects

During F/Y 1984-85, the Special Projects Section brought 28 development proposals to the City Planning Commission. The proposals included 10 office projects for 1.8 million square feet and 11 residential projects with 909 housing units.

The Special Projects Section participated in the development of "The Downtown Plan", which makes staff recommendations regarding proposed controls for managing future downtown development. Major input was in areas of general land use and density control, height and bulk, urban design, preservation, housing code language and administrative procedures.

To provide expeditious, responsive and systematic review of major development proposals, the Special Projects Section has continued to allocate specific blocks of time for weekly meetings with project sponsors and for internal staff review and policy development with respect to projects. In addition, considerable time is spent preparing cases for review by the City Planning Commission, the City Attorney and the Board of Permit Appeals. The Special Projects staff coordinates with various sections within the Department, including Environmental Review, Code Compliance, and Plans and Programs.

See Appendix V for a listing of major projects reviewed during F/Y 1984-85.

Landmarks Preservation Advisory Board

The Landmarks Preservation Advisory Board is a nine member panel appointed by the Mayor and charged with identifying and recommending for designation as landmarks or historic districts buildings of special architectural, historical or aesthetic interest and value. The Board maintains an advisory relationship with the City Planning Department and Commission, other city, state and federal agencies and the Board of Supervisors. Article 10 of the City Planning Code is the enabling legislation for the Landmarks Board. The Board holds public meetings bimonthly on the first and third Wednesdays at 450 McAllister Street, Room 605.

Over the course of F/Y 1984-85, 8 individual structures were designated as landmarks. In addition, one historic district was approved.

The Landmarks Board reviewed 28 certificates of appropriateness applications proposing alterations to designated structures. As part of their routine check of environmental evaluation documents, the Board

reviewed negative declarations and environmental impact reports to ensure complete discussion of architectural/historic resources. The Board's Secretary has continued his role as the preservation clearance authority for the Mayor's Office of Community Development federal environmental review process.

As charged by the Board of Supervisors, the Landmarks Board continued its role as the designated city agency to deal with State and Federal agencies on matters concerning historic preservation. Work items in this regard have included reviewing National Register of Historic Places nomination forms for comment to the State Historical Resources Commission, and testifying before the California Preservation Task Force.

Board Members and the Secretary continue to provide information on general preservation issues and the activities of the Board to the public, press, and other city agencies.

IV. DEPARTMENT MANAGEMENT

Department Management has a total staffing of 15, consisting primarily of the Director, the Deputy Director and their immediate staffs. Its primary objectives are to assure efficient utilization of departmental resources and to provide administrative support to the operating divisions to strengthen their capacity to program objectives.

Overall Departmental Administration and Support to Commission

This unit provides management guidance to the Department and secretarial support to the Commission, including calendars, minutes, and summaries. It is staffed by the Director, Deputy Director, the Commission Secretary, the Director's secretary, and a Senior Clerk-Typist. This unit is also responsible for data collection and improvements regarding achievement of MRO objectives. In F/Y 1984-85, the Department achieved 64% of its MRO objectives, an improvement from the 57% achievement level of the previous year.

Budgeting and Accounting

This unit performs the accounting and budgeting functions for the Ad Valorem and grant funds of the Department.

Facilities/Supplies/Administrative Support & Personnel

This unit coordinates maintenance of the Department's physical facilities and equipment; procures and distributes supplies to staff; and provides other support services to the operating units as needed. It also maintains personnel records and undertakes staff recruitment in the absence of Civil Service lists.

Information and Statistical Services

This unit provides electronic data processing services for the Department. Its specific responsibilities include: processing electronic data for the Department's research activities; acting as liaison with other city, regional, state, and federal agencies on matters pertaining to the procurement and coordination of statistical information; serving as a point of distribution to staff, other agencies, and the general public for demographic information; preparing special reports, as required in related aspects of population and housing; and assisting the Department's senior management staff in developing programs related to the analysis of personnel and budgetary matters.

APPENDIX I
ANNUAL REPORT

PERMIT PROCESSING
SUMMARY OF PERMITS PROCESSED IN F/Y 1984-85

<u>Permit Type</u>	<u>Approved</u>	<u>Disapproved</u>	<u>Cancellations</u>
1. New Building	47	-	11
2. New Building (Wood Frame)	388	-	3
3. Alteration	3,189	30	238
4. Signs	723	32	9
5. Grading	26	-	-
6. Demolition	195	-	-
7. Painted Wall Sign	<u>11</u>	<u>2</u>	<u>-</u>
TOTAL	<u>4,579</u>	<u>64</u>	<u>261</u>
TOTAL REVIEWED	<u>4,904</u>		

APPENDIX II
ANNUAL REPORT

SUMMARY OF ACTIONS BY THE BOARD OF PERMIT APPEALS

<u>Subject Matter of Appeals</u>	<u>Number of Appeals Filed</u>	<u>Sustained</u>	<u>Overruled</u>	<u>Withdrawn</u>	<u>Decision Pending</u>
Appeals/Protests from decisions by the Department Buildings and Sign Permit Applications	106	80	11	14	1
Appeals/Protests from variance decisions of the Zoning Administration	29	14	14	1	0
Appeals/Protests from an order, decision or determination by the Zoning Administration regarding zoning violations, operating permits issued by other city departments and code interpretations	7	4	1	2	0
TOTALS	<u>142</u>	<u>98</u>	<u>26</u>	<u>17</u>	<u>1</u>

APPENDIX III
ANNUAL REPORT

ZONING ADMINISTRATOR'S DECISIONS ON VARIANCE APPLICATIONS

F/Y 1984-85	Applications Pending at Beginning of Period(1)	New Applications	Variations Granted	Variations Denied	Applications Withdrawn	Applications Pending at End of Period
	45	161	125	44	3	63

(1) A single application may request a variance from more than one quantitative standard in the City Planning Code. The following table shows the types of variances that were decided.

Code Standard	Variations Decided F/Y 1984-85	Granted F/Y 1984-85	Denied F/Y 1984-85
Rear Yard	89	66	23
Off-Street Parking	28	18	10
Front Setback	26	22	4
Lot Size	16	11	5
Other	10	8	2
TOTAL	169	125	44

APPENDIX IV
ANNUAL REPORT

COMMISSION CASES
MASTER PLAN REFERRALS, SUBDIVISIONS AND CONDOMINIUMS

	Overall F/Y 1984-85	Master Plan Referrals F/Y 1984-85	Land Subdivisions F/Y 1984-85	Condominium Subdivisions F/Y 1984-85	Condominium Conversion Subdivisions F/Y 1984-85
Pending at beginning of period	14	7	-	2	5
Filed	329	59	164	67	39
Commission Action In Conformity	15	8	2	-	5
Does not affect	14	7	2	-	5
Not in conformity	-	-	-	-	-
Administrative Action In conformity	315	48	162	69	36
Does not affect	291	24	162	69	36
Not in conformity	11	11	-	-	-
Withdrawn	-	-	-	-	-
Pending at end of period	7	7	-	-	-
	12	2	-	-	3

APPENDIX V

MAJOR PROJECTS REVIEW SECTION
FISCAL YEAR 1984-85

Assessor's Block	Motion No.	Case No.	Office Projects	Office Sa. Ft.	Retail Sa. Ft.	Other
3707	10064	81.245DA	33 New Montgomery Street	145,000	80,000	112
3704	10098	83.404ED	901 Market Street	-	-	-
3549	10120	84.49ED	Pav 'N Pak	48,600	58,000	436
327	10137	R2.445ED	Stockton/0'Farrell (4)	535,000	110,000	70
3705	10139	83.314EC	Fifth/Market Streets	108,800	8,160	-
3708	10162	83.75ED	49 Stevenson Street	-	-	-
	10183	85.53D	160 Spear Street	-	-	-
	10184	81.419D	101 Mission Street	-	-	-
	10185	DR81.308	One Sansome Street	-	-	-
	10186	81.104EDC	Washington/Montgomery Streets	100,000	53,000	-
3706	10198	84.599D	799 Market Street	-	-	-
3736	10265	84.209EC	515 Howard Street	-	-	-
113	10267	R2.418EVAID	1171 Sansome Street	29,355	16,600	-
192	10307	83.412ECZ	1055 Stockton Street (1)	66,300	35,200	-
229 & 238	10314	83.222ECA	Embarcadero Center West	611,000	24,300	-
142	10322	R4.517EA	998 Sansome Street	21,380	3,400	-
60	10326	R4.230EC	Lombard Plaza Project	85,000	8,000	-
						Renovation, not new construction Parking lot 16,500 14 dwelling units 30 parking - Hotel 254,000 53 Parking Condominiums 191,000

Assessor's Block	Motion No.	Case No.	Residential Projects	No. Units
963	10060	84.190C	2940 Pacific Avenue	10
501	10061	R4.251C	Polk/Greenwick Streets	28
6985	10093	R4.32C	Fourth and Welsh Streets	150
113	10108	R4.373C	625 Holloway Avenue	42
682	10267	R2.418EVAID	1171 Sansome Street	14
192	10284	R4.559C	2000 Post Street	319
222	10307	83.412ECZ	1055 Stockton Street	105
4216	10763	83.149ECII	1150 Sacramento Street	45
5802	10825	R6.222C	2225 - 23rd Street	132
2623	10280	R4.386CF7	Mission & Murray Streets	16
	10006	83.18C	4150 - 17th Street	48
TOTAL				909

APPENDIX VI

INSTITUTIONAL MASTER PLANS
DISCRETIONARY REVIEW (DR)

	<u>F/Y 1984-85</u>
Commission Action	39
Motion Not to Take Discretionary Review	0
Motion to Take Discretionary Review	39
Approved	30
Disapproved	9
Withdrawn	12
Pending at End of Period	2

APPENDIX VII
ANNUAL REPORT

STAFF AND FUNDING SOURCES
DEPARTMENT SECTIONS

<u>Funding Source</u>	<u>Plans & Programs</u>	<u>Code Compliance</u>	<u>Project Review & Environmental Evaluation</u>	<u>Department Management</u>	<u>Total</u>
1. Ad Valorem					
Professional	30	14	23	9	76
Clerical	5	6	8	6	25
Graphics	1	1	1	-	3
2. Grants/Other	5	-	2	-	7
TOTAL	<u>41</u>	<u>21</u>	<u>34</u>	<u>15</u>	<u>111</u>

APPENDIX VIII

SUMMARY OF MRO PERFORMANCE
BY PROGRAM AREA
MRO PERFORMANCE MEASURES

Program Area	Total No. of Measures	No. of Measures Above Target	No. of Measures At Target	No. of Measures Below Target
	F/Y 1984-85	F/Y 1984-85	F/Y 1984-85	F/Y 1984-85
Plans and Programs	4	0	3	1
Code Compliance	8	0	4	4
Project Review and Environmental Evaluation	7	0	5	2
Department Management	3	0	2	1
TOTAL	22	0	14	8

APPENDIX IX
1984-85 ANNUAL REPORT

ENVIRONMENTAL REVIEW PROCESS

Number of Projects
F/Y 1984-85

I.	INITIAL EVALUATION OF PROJECTS	
A.	received for review	200
B.	Evaluation determined not to be required	
	1. Categorical Exemption	25
	2. General Role Exclusion	26
C.	Negative Declaration filed	101
	1. Negative Declaration appealed	14
D.	Environmental Impact Report required	9
	1. % of cases in which Environmental Impact Report was determined to be required	4.5%
	2. Cases appealed	0
E.	Under review at end of period	102
II.	ENVIRONMENTAL IMPACT REPORTS AND/OR STATEMENTS REVIEWED	
A.	Reports in process at beginning of period	28
B.	Draft Reports completed and hearings scheduled	13
C.	Final Reports certified complete	12
D.	Reports in process at end of period	30

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CITY AND COUNTY OF SAN FRANCISCO

DIANNE FEINSTEIN, MAYOR

City Planning Commission F/Y 1985-86

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Susan J. Bierman

Bernice M. Hemphill

Dr. Yoshio Nakashima, Vice President

Richard B. Allen

Roger Boas, Chief Administrative Officer
Alternate: Norman Karasick, City Architect

Rudolf Nothenberg, General Manager, Public Utilities Commission (PUC)
Alternate: Douglas G. Wright, Director, Planning and Development (PUC)

Landmarks Preservation Advisory Board

Patrick McGrew, President

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Robert W. Passmore, Assistant Director-Implementation

George A. Williams, Assistant Director-Plans and Programs

Lee Woods, Jr., Administrative Secretary, City Planning Commission



**City and County of San Francisco
Department of City Planning**

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PLANS AND PROGRAMS
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The Honorable Dianne Feinstein
Mayor of San Francisco
Room 200, City Hall
San Francisco, CA 94102

Dear Mayor Feinstein:

On behalf of the City Planning Commission and the Department of City Planning, we are pleased to submit our Annual Report for Fiscal Year 1985-86.

During the 1985-86 period, the Department worked with the Board of Supervisors and your office towards the approval of the Downtown Plan Ordinance, including the Office Development Limitation Program, imposing a limit on the square footage of office development approved over the next three-year period. The Department also published its proposed Rincon Hill Plan, South of Market Area Plan and background reports for the Mission Bay planning effort. In addition, the Commission certified its Western Shoreline Plan and Local Coastal Program, in conformity with the California Coastal Program.

The Department made significant progress in the Chinatown Planning and Rezoning Study and the Neighborhood Commercial Rezoning Study. It also initiated studies on seismic requirements of older buildings, the Northern Waterfront and the Historic Preservation Element. At the same time, the Department maintained its implementation functions by reviewing and approving 23 major projects, including 9 office or mixed-use projects involving 2.4 million square feet and 14 residential projects with 364 residential units. In addition, over 7,400 building permit applications were reviewed by the Department.

We wish to express our appreciation for the strong support and guidance we have received from your office. We look forward to continuing to work closely and cooperatively in the future with your office, the Board of Supervisors and the people of the City.

Very truly yours,

Toby Rosenblatt
President
City Planning Commission

DEPARTMENT OF CITY PLANNING

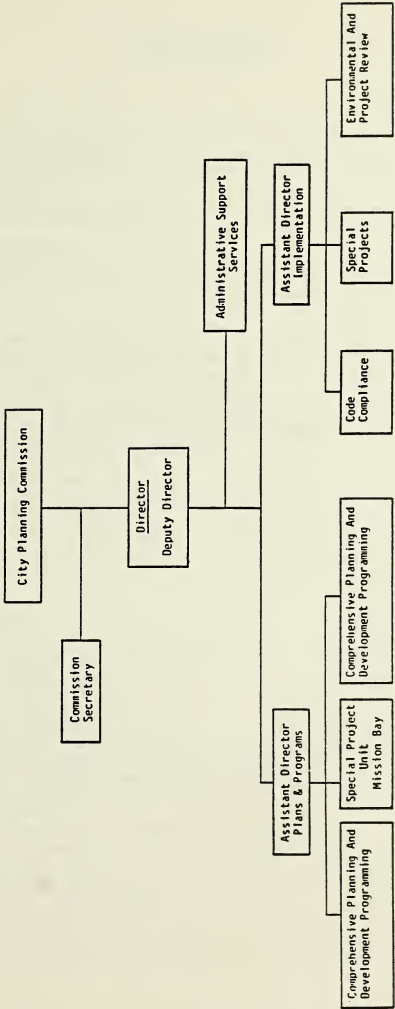


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I. OVERVIEW

The basic purpose of City Planning is to assure orderly development of the City and County of San Francisco as a whole. This purpose is mandated by the City Charter, state law, and local ordinances or administrative codes. For example, Section 3.524 of the City Charter states:

"It shall be the function and duty of the City Planning Commission to adopt and maintain ... a comprehensive, long-term, general plan for the improvement and future development of the City and County, to be known as the Master Plan. The Master Plan shall ... present a broad and general coordinated and harmonious development, in accordance with the present and future needs of the City and County."



HIGHLIGHTS F/Y 1985-86

1. Downtown Plan Adoption and Implementation

The Department experienced a major accomplishment with the adoption of the Downtown Plan and zoning controls in September 1985. The Plan sets forth a long-range strategy for managing growth in the central business district of San Francisco. The Downtown Plan includes an Office Development Limitation Program which contains criteria for evaluating applications for major office buildings, as well as establishes a limit on the amount of office development during a 3-year period. The first review cycle for office development was initiated in F/Y 1985-86. An outside panel of architectural experts commented on design elements of the proposed projects, as a part of the review process developed by the Department.

2. Neighborhood Commercial Rezoning

Progress continued in developing a plan to manage commercial growth in neighborhood districts of the City. During F/Y 1985-86, further refinements and revisions to Interim Zoning Controls for neighborhood commercial districts were made, based on extensive dialogue with interested groups and individuals. Final revisions to the rezoning proposal and analysis of potential environmental and economic impacts of the rezoning are being prepared.

3. Mission Bay Study

This major project involves planning, rezoning, special studies, preparation of an environmental impact report and the development of a complex development agreement with Santa Fe Pacific Realty Corporation. Santa Fe proposes to develop a mixed use project for the approximately 300-acre Mission Bay Area. This would represent the largest single development in San Francisco. The Department contemplates a mixed use community with a substantial amount of housing, as well as secondary, service, light industrial and research and development space. Open space, recreation and community services are also included. During F/Y 1985-86, two reports on Mission Bay were published, which included background information, principles and objectives and planning considerations, for citizen review.

4. Proposition K

Proposition K was passed by the voters in June 1984. The purpose of this proposition is to prevent significant future shadow reports on the City's open spaces. During F/Y 1985-86, the Department received a Supplemental Appropriation for the development of a computerized system for implementation of the Proposition. A contract was signed for this work in May 1986, as the result of a bid process.

5. Special Studies

Significant progress has been made in a number of studies which were initiated or continued in F/Y 1985-86. The study areas include Van Ness,

South of Market, Chinatown, Northern Waterfront. In addition, the Department embarked on the development of an Historic Preservation Element, and completed the Rincon Hill Plan.

DEPARTMENT ORGANIZATION

The decision-making authority for City Planning is vested by Charter in the City Planning Commission, with the Director of Planning responsible to the Commission. The Department as a whole serves as staff to the Commission. All major items worked on by staff are reviewed by the Director and must go to the Commission, either for a decision, for recommendation to another body, or for information and comment to staff.

To carry out its purpose, the Department is organized into two primary operating divisions: the Plans and Programs Division and the Implementation Division, each headed by an Assistant Director. Overall management of these operating divisions is carried out by Department Management, which consists of the Director, the Deputy Director, the Secretary to the City Planning Commission, and their immediate staffs. Below is a description of each of these organizational divisions.

PLANS AND PROGRAMS

The Plans and Programs Division is responsible for developing the plans and policies that are adopted by the City Planning Commission. This responsibility includes revising and updating on a periodic basis the Master Plan and its various Elements as well as making special studies and developing special programs for carrying out planning policy. Accordingly, Plans and Programs is organized into two sections: Comprehensive Planning and Conservation and Development Programming, each headed by a Planner V.

Comprehensive Planning

This section does the work necessary to revising and updating the Master Plan and its various Elements. Elements of the Master Plan adopted in compliance with State law, Section 65302 of the Government Code, include: Circulation (Transportation), Housing (Residence), Conservation, Recreation and Open Space, Community Safety, Environmental Protection, Urban Design, and Commerce and Industry. Organizational units in this section correspond to those elements requiring the greatest amount of work and ongoing staff attention: namely, Transportation, Energy, Residential Policy Development, and Recreation and Open Space. In addition, there is a unit on Intergovernmental Liaison.

Conservation and Development Programming

This section prepares the special studies and programs necessary for carrying out planning policies. Frequently these studies and programs are area- and/or project-specific. Its organizational units include: Neighborhood Planning and Commercial Rezoning, Residential Area Rezoning, Downtown Rezoning, and Capital Programming.

In January 1984, the Department initiated work on a major new project, the South of Market/Bayshore Industrial Plan. This project is necessary to

deal with planning issues resulting from the spread of office and commercial growth from Downtown to the South of Market area. The area of study has been expanded to include all of the industrially zoned district on the east side of the City. Work on this project is shared by the Comprehensive Planning Section and the Conservation and Development Programming Section.

IMPLEMENTATION

The Implementation Division is responsible for implementing the Master Plan Elements and general planning policies after they are adopted by the Commission. It carries out this responsibility through administration of the City Planning Code, the City's Subdivision Ordinance, Chapter 31 of the City's Administrative Code, and the California Environmental Quality Act (CEQA). The Assistant Director of Implementation also serves as the City's Zoning Administrator. This Division is organized into the following sections: Code Compliance, Project Review and Environmental Evaluation, and Special Projects, each headed by a Planner V.

Code Compliance

The Code Compliance Unit is responsible for:

- adaptation of the Planning Code, including hearings of requests for variances from specific provisions of the Code and interpreting the meaning on Code language when it is unclear as to how it applies to a specific case.
- review of building proposals and permit applications to determine their conformity with Code provisions.
- abatement of Code violations and implementation of conditions attached to development approvals.

Project Review and Environmental Evaluation

This unit is responsible for:

- preparation of cases for public hearing before the City Planning Commission on Master Plan referrals, discretionary review of permits and applications for conditional uses, and review of applications for landmark status, and amendments to the zoning map and text.
- administration of Chapter 31 of the Administrative Code and CEQA, both of which relate to environmental quality, including reviewing and evaluating those public and private projects not exempted by the law to determine their effect on the environment.

Special Projects

The section is responsible for:

- review of major complex and/or controversial building proposals, typically involving highrise office buildings, hotels, major retail

stores, apartment houses, etc., and requiring staff to work with project sponsors and community organizations, to make recommendations on projects to the Planning Commission, to guide project sponsors through the procedures required for permit approval, to review permit applications and plans, and to monitor construction for compliance with conditions.

- provision of staff to the Landmarks Preservation Advisory Board to facilitate administration of the Planning Code's Historic Preservation Article, including making recommendations to the Advisory Board and the Planning Commission on issues relating to landmark designations and certificates of appropriateness.

ADMINISTRATION/SUPPORT UNITS

The Director and Deputy Director are responsible for the overall management of the Department. The Commission Secretary provides support to the City Planning Commission. Included in the overall management of the Department is the provision of support services to the operating divisions in areas related to personnel, accounting, supplies, facilities maintenance, and information and statistical services. The primary objective of management is to assure that the Department's resources are being utilized with maximum efficiency and effectiveness toward accomplishment of the Department's program goals. Management is also responsible for monitoring the Department's performance according to the city-wide Management by Objectives (MBO) System.

II. PLANS AND PROGRAMS

Staffing for the Plans and Programs Division for F/Y 1985-86 consisted of 45 positions, 36 of which were Ad Valorem funded. Under the direction of the Assistant Director for Plans and Programs, this staffing includes 29 planners and 7 clerical and technical positions. These staff resources worked on more than 40 projects during the course of the year. The Division includes sections which are responsible for revising, updating and specific planning activities related to elements of the Master Plan. In addition, staff in this Division are responsible for undertaking special studies and reports that are necessary for systematic effectuation of the policy goals of the Master Plan.

COMPREHENSIVE PLANNING

This section is primarily responsible for revising and updating the various Elements of the Master Plan and carrying out special studies pursuant to the goals of these elements. Accordingly, the section is organized into the following units: Transportation, Housing, Energy and Recreation and Open Space. It also has an Intergovernmental Planning and Coordination function.

TRANSPORTATION

The Transportation staff is responsible for the Circulation Element of the Master Plan as well as a number of special transportation projects. In addition, the transportation staff participates in project review and in transportation-related aspects of environmental review of project applications and of Department planning and rezoning studies.

I-280 Interstate Transfer Concept Program

The Board of Supervisors, on November 4, 1985, adopted a Resolution (965-85), which endorses the recommended projects and allocations of the I-280 transfer funds as set forth in the I-280 staff recommendation. The resolution also urged the Mayor to request appropriate departments to take necessary steps to apply for funds for the engineering phase of project implementation. Engineering for MUNI Metro Turnaround Project started in November 1985, Conceptual Design for the Embarcadero Roadway started in January 1986, as a part of the planning function for the Mission Bay Project.

Transportation Brokerage

The Department through its Transportation Unit participates in the development, implementation, and monitoring of transportation plans for new downtown office structures in order to maximize the potential for commute alternatives, such as ridersharing, public transit, and flex time. Staff has been working with building managers for 5 downtown office buildings in developing a Memorandum of Agreement so that the transportation program for the building can be monitored. Staff is also coordinating with managers of other downtown buildings regarding similar programs. This is an ongoing program.

Marin 101 Corridor Study

During this period, a consultant team was selected to perform the Phase II technical study and the Phase II work program was finalized. The study will begin in July 1986 and will last for 18 months.

Transit Preferential Streets Program

During this period, tests of the effectiveness of police enforcement on transit operation were conducted for a downtown street and a neighborhood street. Implementation of Union and Haight Streets transit preferential measures was completed; measures for Ocean, Van Ness, and Mission Streets were begun.

Neighborhood Transportation Projects

A Neighborhood Commercial Rezoning Study Environmental Impact Report transportation analysis was prepared in this fiscal year and completed in June 1986. The Neighborhood Commercial District 5-Year Parking Plan was completed in April 1986. A presentation to the Joint Parking Authority Commission and City Planning Commission was held on May 1, 1986. Subsequently, four presentations to neighborhood groups and merchants associations were conducted. Additional presentations will be made after July 1, 1986 and a second presentation to the Joint Parking Authority Commission and City Planning Commission has been scheduled for August 7, 1986 to review comments received at the public presentations and staff responses to these comments.

Peninsula Mass Transit Program

A final report to the State legislature regarding the study recommendation was submitted by the Metropolitan Transportation Commission on July 31, 1985. One of the major recommendations is to establish a Joint Powers Agreement (JPA), including the State and three local counties. The JPA as of June 30, 1986 is still under preparation.

Coordination with Other City Departments and Outside Agencies

The Transportation Unit maintains regular liaison with a number of other City departments, such as MUNI, and outside agencies, such as the Metropolitan Transportation Commission (MTC). There are three committees this unit coordinates on a regular basis: the Transportation Policy Group (TPG), the Interdepartmental Staff Committee On Traffic and Transportation (ISCOTT), and Federal-Aid Urban Funding Committee (FAU). This liaison is important for assuring that the City Planning policies are adequately taken into account in the programs of agencies whose policies impact those of San Francisco.

HOUSING

The Housing staff is responsible for review of major housing projects for consistency with the Housing Element of the Master Plan and for providing information on housing policy issues. In addition, staff annually reviews the

status of residential hotels, in cooperation with other City departments, and prepares the Annual Housing Information Series Report on changes in housing stock as a result of new construction, demolitions and conversions.

Office Affordable Housing Production Program (OAHPP)

This project involved the housing staff working with the Mayor's Office of Housing and Economic Development and the City Attorney's Office on an ordinance requiring that project sponsors of major new office buildings assist in meeting the housing demand generated by their development by constructing housing, a portion of which is to remain affordable to low- and moderate-income households, or pay an in lieu fee for the development of such housing. The ordinance became effective August 18, 1985.

Residential Demolition Ordinance Proposal

Work on this project accelerated in F/Y 1985-86 with the introduction of a number of city-wide demolition and conversion proposals by the Board of Supervisors, and the preparation of a preliminary draft demolition and conversion proposal by the Department of City Planning Housing staff. The issue is addressed in part through some of the major rezonings such as Neighborhood Commercial and area plans which make demolitions and conversions subject to conditional use approval. This project will prepare the regulations and criteria for reviewing such permit applications. The Department's draft proposal will be reviewed extensively by community groups before it is heard by the City Planning Commission and Board of Supervisors.

Rincon Hill

In July 1985, the Master Plan was amended to adopt the Rincon Hill Plan. The Plan provided the policy basis for the subsequent enactment in December 1986 of major residential rezoning of the area. These actions set the stage for the emergence of a new mixed use neighborhood on Rincon Hill, a twelve block area close to Downtown.

International Hotel

This is a continuing special project that involves providing staff support to a 16-member advisory committee, originally appointed by the Mayor in 1980 and charged with monitoring implementation of the development of the I-Hotel Block. During F/Y 1985-86, the Committee continued to review detailed design for the project. Work was also initiated on the preparation of the Environmental Impact Report.

Van Ness Avenue

This project involves the completion of the City Planning Code amendments and an Environmental Evaluation to facilitate conversion of Van Ness Avenue into a mixed residential/commercial street. The administrative Draft Environmental Impact Report was completed during F/Y 1983-84. Based on its findings, the Plan was rewritten. A Draft Environmental Impact Report is currently being written for the revised policy recommendations.

ENERGY

In addition to serving as staff to the Citizen's Energy Policy Committee (CEPC), appointed by the Mayor, this staff is responsible for the Energy Element of the Master Plan and carries out a variety of special projects designed to help meet the City's energy conservation needs. The Energy Unit is comprised of Non-Ad Valorem staff. Funding is from the Urban Consortium and by a work order from the San Francisco Public Utilities Commission.

RECREATION AND OPEN SPACE

Planning staff is responsible for revising the Recreation and Open Space Element and for preparing implementation measures for the Element. The planning unit has coordinated plans with City and other public agencies. Staff has also reviewed private development proposals and public development proposals to promote development consistent with Master Plan policies.

Recreation and Open Space Element

During F/Y 1985-86, the Department published the Recreation and Open Space Element of the Master Plan, Proposal for Citizen Review. Public meetings were held to present the proposal and receive public input. Staff prepared revised Element drafts, based on public input.

Recreation and Open Space Programs

The Open Space Group prepared a Draft Programs document to recommend specific ways to implement the Recreation and Open Space Element.

INTERGOVERNMENTAL PLANNING AND COORDINATION

This function involves the responsibility of maintaining liaison with regional agencies and other governmental bodies whose planning policies and programs affect those of San Francisco and where liaison is needed to protect the interests and effectiveness of San Francisco's planning policies.

Regional Agency Coordination

This project involves monitoring and participating in planning activities of regional agencies, such as the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC), where San Francisco's interests and needs require representation. Through this liaison, staff participated in a variety of regional issues during F/Y 1985-86.

Local Coastal Program

This project involved the adoption of the Western Shoreline Plan as part of the City's Master Plan and Local Coastal Program, and preparation of coastal permit review processing as part of the City Planning Code. The Western Shoreline Plan was adopted by the Planning Commission in April 1985. This Plan received California Coastal Commission certification in March 1986, at which time coastal permit review authority was transferred to the City.

CONSERVATION AND DEVELOPMENT PROGRAMMING

This section is responsible for the Commerce and Industry Element of the Master Plan and more specifically for making special studies and reports that are necessary for systematic effectuation of the policy goals of the Master Plan.

For F/Y 1985-86, it continued its focus on a major comprehensive rezoning for the downtown area, on revisions to the City Planning Code sections relating to commercial and industrial districts, on commercial rezonings for selected neighborhoods in the city and undertook a planning study for the Mission Bay area.

1. Downtown Plan

This project involves preparation of a comprehensive plan for the entire downtown area of San Francisco, including revising the downtown zoning regulations and amending the Master Plan. Although the Plan, zoning controls and Master Plan amendments were approved by the City Planning Commission in November 1984, the zoning controls also required approval by the Board of Supervisors. During F/Y 1985-86, the Board held numerous public hearings on the zoning controls and the Department, in response to concerns expressed at the hearings, made further revisions to the controls. In September 1985, the Board of Supervisors adopted the zoning controls as contained in the Downtown Plan Ordinance.

2. Office Development Limitation Program

This program, adopted in F/Y 1985-86 as part of the Downtown Plan Ordinance, established a city-wide limit on the amount of office development which could be approved over a 3-year period. This project involved developing rules for the review of projects and evaluating the proposed office projects in the first review period in terms of the criteria established in the ordinance. The staff evaluation report was published on March 20, 1986 and a report containing response to comments and departmental recommendations was published on May 5, 1986.

3. South of Market Rezoning Study and Environmental Impact Report

This project involves close coordination of various City agencies to develop specific legislation and procedures to implement the various policies and programs presented in the South of Market Plan and Zoning Controls. City agencies involved in the planning and implementing process include the Police Department, City Attorney's Office, Recreation and Park Department, Department of Public Works, Department of Public Health, Department of Social Services, the Arts Commission, Landmarks Preservation Advisory Board, and the Mayor's Office of Criminal Justice. The Transportation Planning staff continues to work very closely with the Office of Environmental Review (OER) and the South of Market team to complete the transportation impact analysis section of the Draft Environmental

Impact Report (DEIR) on the South of Market Plan and Zoning Controls. The transportation analysis for the DEIR should be completed by September 1987.

4. Neighborhood Commercial Rezoning

This rezoning program, involving 240 Neighborhood Commercial (NC) districts scattered throughout the city, has undergone various phases of completion. Interim zoning controls for all NC districts established in March 1985 were amended in minor respects and extended through March 1987. Further research, meetings with other interested groups and individuals and evaluation of the Department's experience with the interim controls resulted in further refinements and revisions to the rezoning proposal. Extensive discussions and workshops took place with interested groups and individuals in the West of Twin Peaks area. These discussions resulted in specific changes to the rezoning proposal for the neighborhood commercial areas in that section of the city.

Final revisions to the rezoning proposal and analysis of potential environmental and economic impacts of the rezoning are being prepared. Publication of a revised Proposal for Adoption, the Draft Environmental Impact Report and the Economic Impact Assessment Report is planned for late 1986. Public hearings on the permanent controls are expected in 1987.

5. Chinatown Rezoning Study

During F/Y 1985-86, the two final issue papers on Transportation and Urban Design and Preservation were published by the Department and bilingual community forums held. An active community review process ensued with the publication of proposals for Master Plan policies and zoning by two major Chinatown groups. In April 1986, drawing on the issue papers and the work of the Chinatown community groups, the Department's own Preliminary Zoning and Policy Recommendations were distributed. The Department began environmental review of the preliminary plan and rezoning proposal and began refining the plan, based on further community meetings and workshops.

6. Mission Bay Study

This major project involves planning, rezoning, special studies, preparation of an environmental impact report and the development of a complex development agreement. The approximately 300-acre Mission Bay area is within the boundaries of the China Basin and Central Basin areas of the Central Waterfront Plan, where Santa Fe Pacific Realty Corporation proposes to develop a mixed use project. Santa Fe has provided gift funding to the City to undertake activities related to the development of this project. The Mayor's letter of October 16, 1984, amended on May 16, 1986, to Santa Fe Pacific Realty Corporation provided a reference for the various components of the study. The Department contemplates a mixed use community with a substantial amount of housing, as well as secondary office and

service, light industrial and research and development space, with appropriate community services, and with open space and recreation opportunities that take advantage of the area's location and setting.

During F/Y 1985-86, the Department produced and published the Background and Preliminary Findings Report, November 1985, an analysis of existing conditions, prevailing principles and objectives and current opportunities and constraints in the Mission Bay Study Area.

The Objectives and Policies, Proposal for Citizen Review was published on December 31, 1985. The document included general program and design goals for Mission Bay. Choices for Mission Bay was published on June 11, 1986. This report contained the planning considerations for Mission Bay, including the fourteen major plan determinants, three design concepts. Some twenty special studies related to specific concerns in Mission Bay commenced in June of 1986.

An active citizen participation program consisting of workshops, public forums, and Planning Commission and Board of Supervisors Committee meetings took place. Additionally, presentations to numerous community organizations also took place during the year. Community input was vital to the completion of the reports that were produced. Further planning activities will continue during the coming fiscal year, leading to the development of a proposed plan for Mission Bay.

7. Capital Improvement Program

This project is an ongoing responsibility of the Department, involving one planner to coordinate annual preparation of the six-year Capital Improvement Program for the City as a whole. The Program is developed in close cooperation with other City departments and lists all capital improvement projects proposed for the budget year and the following five years. The Department reviews each project to assure conformity with the Master Plan. As a part of this responsibility, the Department also provides staff support to the Capital Improvements Advisory Committee.

8. Proposition K - Implementation Study

This project involves the development of a computerized system for implementation of Proposition K, a voter-passed initiative to protect designated open space from building shadows. The University of California Center for Environmental Design Research received a contract in May 1986 to provide the computerized system to be used in determining shadow impacts on open space. It is anticipated that their work will be completed in Spring 1987.

9. Seismic Safety Codes Study

This project involves the utilization of specialized consultant services to determine how seismic safety in older buildings can be achieved through alternatives to the present Building Code seismic

requirements. This is critical to preservation of existing housing in the North of Market and Chinatown areas. A contract with the Center for Environmental Change, for the conduct of this study, was approved in December 1985. It is anticipated that the study will be completed in December 1986.

10. Northern Waterfront Study

The Northern Waterfront Study was initiated in late 1985 and involves a land use inventory and thorough assessment of the area in preparation for a new plan or plan amendments.

11. Historic Preservation

This project involves the completion of a proposal for citizen review of a new Master Plan Element and associated Planning Code amendments to establish a comprehensive, city-wide historic preservation program in San Francisco. The Department is in the process of preparing an internal draft of both the Master Plan Element and Planning Code amendments. The Department is also in the process of undertaking an analysis of current documentation of architectural resources in the City.

12. Nob Hill

The Planning Commission adopted new height limits for the top of Nob Hill in September 1985.

III. IMPLEMENTATION

Staffing for the Implementation Division for F/Y 1985-86 consisted of 55 positions; 53 of which were Ad Valorem funded. Under the direction of the Assistant Director of Implementation, who also serves as the City and County's Zoning Administrator, the staffing consisted of 38 planners and 15 clerical and technical positions.

In contrast to Plans and Programs, all of the programs in this Division are ongoing, involving some phase or area in the review, approval and/or certification of individual development proposals submitted by property owners, developers, architects, and project sponsors. The Division reviews and acts upon over 7,000 cases a year, ranging in size and complexity from modest modifications to a single family residential dwelling to new construction of major highrise buildings. The Division is organized into three sections: Code Compliance, Environmental and Project Review, and Special Projects.

CODE COMPLIANCE

Code compliance activities primarily involve enforcement of the City Planning Code, the zoning ordinance of San Francisco. Zoning is defined as the partitioning of a city by ordinance into sections or zoning districts reserved for different purposes, primarily residential, commercial or industrial. In addition to establishing zoning districts for the use of property, the Planning Code, and the Zoning Map accompanying it, provide standards for the height and mass of buildings, yards and open spaces, off-street parking requirements, sign requirements, landmark preservation, and the procedures for amending and appealing actions by the Department of City Planning and the City Planning Commission on these matters.

Under the Charter, the Zoning Administrator has the responsibility for implementation action and enforcement of the City Planning Code. The functions described in this chapter are part of that responsibility.

Zoning Information Services

The Department maintains an information counter which people can visit or call from 8:30 A.M. to 12:30 P.M. and 1:30 P.M. to 5:00 P.M. five days a week to find out how zoning regulations affect property. Since this counter is the first point of contact for most people who have business in the Department, it also serves a very important public relations function for the City. Hundreds of summaries, reports, pamphlets, schedules, reprints and flyers are distributed to the public each week. Approximately 15,000 telephone calls and 8,500 office visits are handled annually by the receptionists and planners assigned to duty at the counter. In addition to in-person inquiries, the information section answers written inquiries and surveys. Training sessions on the Planning Code and departmental procedures are presented to the planning staff weekly.

Permit Review

Substantial staff effort is expended on counseling applicants on providing proper plans and plan modifications to meet code standards. This unit reviews permit applications submitted to the Department of Public Works for new buildings, alterations resulting in physical expansion or change in use, signs and grading. It also reviews demolition permits and permit and license applications submitted to other departments, such as Police, Fire, Health and Social Services and works with project sponsors, architects, developers, and home-owners on Code standards and regulations. This is the Department's most basic point of interaction with the citizen/client. Service to the public was improved.

A total of 5,352 permit applications were reviewed during the year, including approval of 467 new buildings and 3,637 alterations to existing buildings. See Appendix I for full statistics.

Board of Permit Appeals

The Board of Permit Appeals is empowered to hear appeals from the Zoning Administrator's decisions and determinations as well as from the City Planning Commission's decisions resulting from the exercise of discretionary review over building permit applications. In hearing these appeals at its weekly meetings, the Board determines whether or not the actions taken by the Department resulted from proper exercise of authority or discretion.

Department staff appeared before the Board as respondent or co-respondent in 233 appeals during F/Y 1985-86. The Board voted to sustain the Department's position in 69 percent of the matters appealed and to overrule in 16 percent of the cases. The remaining appeals were withdrawn before the Board took action. Appendix II contains a summary of the subject matter and disposition of appeals filed during the fiscal year.

Staff time that must be devoted to preparing for and participating in appeal proceedings is significant. This is especially true in that many appeals are continued for further hearing at subsequent Board meetings or are re-heard if warranted by newly offered evidence.

Variance Review

The Zoning Administrator conducts public hearings, after due notice, on requests for variances from the strict application of certain quantitative standards in the City Planning Code. Standards controlling building location, off-street parking, and lot size, for example may properly be the subject of variance applications. Standards controlling the use of buildings and land, height and bulk of structures, and types of signs allowed, however, may not be varied by this procedure, but, instead, are properly the subject of review and action by the City Planning Commission.

During F/Y 1985-86, the Zoning Administrator issued decision letters for 188 variance applications.

A statistical analysis of the number and types of variance applications heard and decided by the Zoning Administrator during the past fiscal year is contained in Appendix III. As the analysis shows, in approximately 80 percent of completed cases, variance requests were granted. This statistic alone, however, conceals the fact that many variances were granted subject to conditions of approval which brought the proposal closer to compliance with the Code or otherwise reduced the effect or impact of the variance.

Violation Abatement

This unit processes building permit applications filed in response to Code Compliance orders on a city-wide basis. It also responds to reports of specific violations filed by the public and participates in ongoing programs such as systematic Code Compliance and RAP administered by the Department of Public Works. Staff activity involves investigation of violation sites, research of records and abatement requests, and follow-up with the City Attorney for court action on recalcitrant violators. Over 600 cases were processed by this unit in F/Y 1985-86.

A systematic review of Automobile Wrecking operations was initiated and enforcement coordination with the Police Department was also improved.

Non-Conforming Use Program

This unit maintains records for non-conforming use properties and establishes records for non-conforming uses created during the year as a result of rezoning activities or changes in the Planning Code.

Neighborhood Commercial Special Use Districts

Prior to February 1985, 10 Neighborhood Commercial Special Use Districts were in effect. Union Street, Sacramento Street, Haight Street, Upper Fillmore Street, Upper Market Street-West, Upper Market Street-East, Castro Street-Eureka Valley, Valencia Street, 24th Street-Noe Valley, and 24th Street-Mission.

The Neighborhood Commercial Interim Zoning Controls became effective February 1985. As a result of this legislation, neighborhood commercial application review applies to approximately 220 neighborhood commercial areas ranging from large active districts to small corner clusters of grocery and convenience stores. Separate individual zoning districts are established for 15 neighborhood commercial areas, with zoning controls designed to meet unique conditions in these districts. This unit is responsible for processing applications which fall within neighborhood commercial zoning. Staff activities include case preparation, public hearings, field surveys and record-keeping.

ENVIRONMENTAL EVALUATION AND PROJECT REVIEW

In previous years, the Office of Environmental Review and Commission Cases Section were consolidated as one program area in order to provide more comprehensive administration and project management. During the year, this program area was separated and the Office of Environmental Review became a separate function.

OFFICE OF ENVIRONMENTAL REVIEW

The Department's Office of Environmental Review (OER) carries out environmental review for all departments and agencies of the City and County of San Francisco, in compliance with the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and Chapter 31 of the San Francisco Administrative Code, and the National Environmental Policy Act (NEPA). Environmental review is one of several areas of review by the Department which provide input to decisions. In administering environmental review, the Department provides a process which is efficient and responsive to various public needs, and which has priorities which conform to Master Plan goals and objectives as well as to State Law and Federal Law.

Environmental review is a process directly shaped by legal requirements and it must, therefore, be orderly, procedurally correct and well-documented. The product of this process requires full public scrutiny to meet the spirit of the law in accurately informing project sponsors, the general public and decision-makers about the environmental impacts of projects. Revision of City environmental procedures is ongoing, due to changing provisions in State law, court decisions, and administrative efforts to make the environmental review process more efficient and more consistent in its operation.

Litigation on environmental review documents continues as a major factor, as many Environmental Impact Reports (EIR's) for office buildings were appealed to court. This put greater demand upon maintaining consistency between documents, upon carefully and thoroughly preparing documents and fully responding to all public comments, and maintaining project records. The cumulative impacts of all office development downtown continued to have great importance in environmental documents, and environmental impact reports were required for projects which had significant impacts only by virtue of their contribution to significant cumulative impacts.

The Downtown Plan EIR was certified in October 1984, and provided an exhaustive analysis of the environmental impacts of alternative growth management controls for Downtown. The Section staff continued to provide support in the form of explanation and reports on environmental issues to the Board of Supervisors in the Board's deliberations and action on the ordinances implementing the Downtown Plan. These actions culminated in the passage of Downtown Controls in September 1985. Certification of the Downtown EIR and approval of the Downtown Plan and implementing ordinances enabled use of the EIR for tiering purposes, i.e. individual building projects could limit sites to project-specific issues with cumulative impacts discussed in the Plan-level EIR. This has shortened EIR's for many downtown projects.

COMMISSION CASES

This section handles a large variety of projects which are characterized by requirements for either City Planning Commission action or, where delegated by the Commission, staff review for conformity with the Comprehensive Plan. Responsibilities include: (1) reclassifications (rezoning) of property and front setback modifications, (2) conditional uses, (3) discretionary review, (4) institutional master plans, (5) land, condominium and conversion subdivisions, (6) master plan referrals involving public property, and (7) text amendments to the City Planning Code. These actions of the Department

rely upon objectives and policies of the Comprehensive Plan, and criteria of the City Planning Code, to approve or disapprove projects.

Staff support for these projects includes maintenance of records, investigations and field trips to properties, provision of public notice, preparation of case reports, memoranda and draft resolutions, presentation of cases and recommendations to the Commission, preparation of final Commission resolutions, transmittals as required to the Board of Supervisors, and appropriate presentations at Board hearings. The section also has responsibility in the scheduling of these and other types of projects before the Planning Commission.

Reclassifications and Setback Modifications

Reclassifications and setback modifications are legislative actions, requiring Board of Supervisors' adoption following Planning Commission action. A reclassification of property changes either the Use District or the Height and Bulk District within which a property is located, and in so doing amends the official Zoning Map of the City. This has fundamental implications for how a property may be developed: whether residentially, commercially or industrially, at what density, at what size and height. A front setback modification affects the distance from the street property line where a structure can be built. This legislated front setback is independent of the Planning Code requirements for averaging front setbacks of abutting properties to determine when construction can commence.

Conditional Uses

Conditional uses require approval by the Commission subject to specific Planning Code criteria, which include a finding that the proposed use must be necessary or desirable for, and compatible with, the surrounding community. These conditional uses run the gamut from churches and childcare facilities to conversion of dwellings to offices and planned unit developments.

Subdivisions

Subdivisions include divisions of land, new condominiums, and condominium conversions. All subdivisions must be reviewed for consistency with the Master Plan (Comprehensive Plan) under the City Charter, the Subdivision Code and State Law. The City Advisory Agency (Director of Public Works), in acting on subdivisions, must disapprove any subdivision found to be not consistent with the Master Plan, and must impose any conditions established for consistency with the Master Plan. The final decision rests with the Board of Supervisors on appeal.

Master Plan Referrals

Master Plan referrals are a tool provided by the Charter for realization of the objectives of the Comprehensive Plan. Through the referral procedure, the Department helps guide the development of publicly-owned properties and facilities. This procedure requires, for example, that before a City Department can acquire or sell land, it must refer the

matter to the Department of City Planning to determine whether such action is in conformity with the Master Plan. The Department then forwards its finding to the initiating agency and to the Board of Supervisors for their consideration before final action on the proposal.

Institutional Master Plans

Under the City Planning Code, the Department of City Planning is responsible for securing and making publicly available master plans for all hospitals and institutions of higher learning within the City. This has been done by maintaining informal contact with the major institutions and by reviewing Master Plan documents as they are submitted.

SPECIAL PROJECTS REVIEW

The Special Projects Review Section is responsible for coordinating the review of major proposed buildings which are under consideration by the Department. For new projects, such review includes initial contact and subsequent communication with developers, community groups and other agencies, and proceeds through all aspects of a project's development. Internal staff coordination for such projects includes review of environmental evaluation and environmental impact reports, checks for compliance with the City Planning Code, review of conformity with Comprehensive Plan provisions, consideration of possible discretionary review and preparation of case reports, motions for Commission action, and staff recommendations to the City Planning Commission. Subsequent to action on a project by the Department or Commission, it is the responsibility of the Special Projects Review Section to provide follow-up review to assure conformity with conditions established as part of approvals. The section also processes demolition, alteration and building permits and represents the Department at the Board of Permit Appeals for projects for which it had coordinated the previous review.

The chief functions of the Special Projects Review Section are:

1. To coordinate the review of major development projects:
 - a. Downtown office, hotel, commercial and mixed use projects.
 - b. Large projects in neighborhood locations.
 - c. Projects in Special Use districts.
 - d. Residential projects that are of a large scale or in sensitive locations.
2. To review all projects of certain types and at certain locations:
 - a. School sites and other public lands.
 - b. Locations for which the City Planning Commission has established a policy of discretionary review (Downtown, Market Street, Bernal Heights, etc.).
 - c. Projects in certain neighborhood commercial districts or residential areas which are singled out for special review.
3. To coordinate the review of Certificate of Appropriateness for alterations of Landmarks and other architecturally worthy buildings.

4. To develop general urban design guidelines and procedures for review of future building projects.
5. To develop proposals for amending the Planning Code and height and bulk controls, particularly as they relate to large scale projects and downtown development.

Special Projects

During F/Y 1985-86, the Special Projects Section brought 23 development proposals to the City Planning Commission. The proposals included 9 office projects for 2.4 million square feet and 14 residential projects with 364 housing units.

The Special Projects Section participated in the development of "The Downtown Plan", which makes staff recommendations regarding proposed controls for managing future downtown development. Major input was in areas of general land use and density control, height and bulk, urban design, preservation, housing code language and administrative procedures.

To provide expeditious, responsive and systematic review of major development proposals, the Special Projects Section has continued to allocate specific blocks of time for weekly meetings with project sponsors and for internal staff review and policy development with respect to projects. In addition, considerable time is spent preparing cases for review by the City Planning Commission, the City Attorney and the Board of Permit Appeals. The Special Projects staff coordinates with various sections within the Department, including Environmental Review, Code Compliance, and Plans and Programs.

See Appendix V for a listing of major projects reviewed during F/Y 1985-86.

LANDMARKS PRESERVATION ADVISORY BOARD

The Landmarks Preservation Advisory Board is a nine member panel appointed by the Mayor and charged with identifying and recommending for designation as landmarks or historic districts buildings of special architectural, historical or aesthetic interest and value. The Board maintains an advisory relationship with the City Planning Department and Commission, other City, State and Federal agencies and the Board of Supervisors. Article 10 of the City Planning Code is the enabling legislation for the Landmarks Board. The Board holds public meetings bimonthly on the first and third Wednesdays at 450 McAllister Street, Room 605.

Over the course of F/Y 1985-86, 2 individual structures were designated as landmarks. In addition, one historic district was approved.

The Landmarks Board reviewed 32 certificates of appropriateness applications proposing alterations to designated structures. As part of their routine check of environmental evaluation documents, the Board reviewed negative declarations and environmental impact reports to ensure complete discussion of architectural/historic resources. The Board's Secretary has continued his role as the preservation clearance authority for the Mayor's Office of Community Development federal environmental review process.

As charged by the Board of Supervisors, the Landmarks Board continued its role as the designated City agency to deal with State and Federal agencies on matters concerning historic preservation. Work items in this regard have included reviewing National Register of Historic Places nomination forms for comment to the State Historical Resources Commission, and commenting on revisions to Federal Tax incentives for rehabilitating historic structures.

Board Members and the Secretary continue to provide information on general preservation issues and the activities of the Board to the public, press, and other City agencies.

IV. DEPARTMENT MANAGEMENT

Department Management has a total staffing of 15, consisting primarily of the Director, the Deputy Director and their immediate staffs. Its primary objectives are to assure efficient utilization of departmental resources and to provide administrative support to the operating divisions to strengthen their capacity to meet program objectives.

Overall Departmental Administration and Support to Commission

This unit provides management guidance to the Department and secretarial support to the Commission, including calendars, minutes, and summaries. It is staffed by the Director, Deputy Director, the Commission Secretary, the Director's secretary, and a Senior Clerk-Typist. This unit is also responsible for data collection and improvements regarding achievement of MBO objectives. In F/Y 1985-86, the Department achieved 86% of its MBO objectives, an improvement from the 64% achievement level of the previous year.

Budgeting and Accounting

This unit performs the accounting and budgeting functions for the Ad Valorem and Grant funds of the Department.

Facilities/Supplies/Administrative Support and Personnel

This unit coordinates maintenance of the Department's physical facilities and equipment; procures and distributes supplies to staff; and provides other support services to the operating units as needed. It also maintains personnel records and undertakes staff recruitment in the absence of Civil Service lists.

Information and Statistical Services

This unit provides electronic data processing services for the Department. Its specific responsibilities include: processing electronic data for the Department's research activities; acting as liaison with other city, regional, state, and federal agencies on matters pertaining to the procurement and coordination of statistical information; serving as a point of distribution to staff, other agencies, and the general public for demographic information; preparing special reports, as required in related aspects of population and housing; and assisting the Department's senior management staff in developing programs related to the analysis of personnel and budgetary matters.

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APPENDIX I
ANNUAL REPORT

PERMIT PROCESSING
SUMMARY OF PERMITS PROCESSED IN F/Y 1985-86

<u>Permit Type</u>	<u>Approved</u>	<u>Disapproved</u>	<u>Cancellations</u>
1. New Building	48	1	14
2. New Building (Wood Frame)	419	1	5
3. Alteration	3,637	50	184
4. Signs	667	14	12
5. Grading	9	-	1
6. Demolition	199	-	2
7. Painted Wall Sign	<u>83</u>	<u>6</u>	<u>-</u>
TOTAL	<u>5,062</u>	<u>72</u>	<u>218</u>
TOTAL REVIEWED	<u>5,352</u>		

NOTE: In addition, the Department reviewed 2,126 miscellaneous permit applications.

APPENDIX II
ANNUAL REPORT

SUMMARY OF ACTIONS BY THE BOARD OF PERMIT APPEALS

<u>Subject Matter of Appeals</u>	<u>Number of Appeals Filed F/Y 1985-86</u>	<u>Sustained F/Y 1985-86</u>	<u>Overruled F/Y 1985-86</u>	<u>Withdrawn F/Y 1985-86</u>	<u>Decision Pending F/Y 1985-86</u>	<u>Other F/Y 1985-86</u>
Appeals/Protests from decisions by the Department Buildings and Sign Permit Applications	180	131	17	29	1	2
Appeals/Protests from variance decisions of the Zoning Administration	37	17	14	3	-	-
Appeals/Protests from an order, decision or determination by the Zoning Administration regarding zoning violations, operating permits issued by other City departments and Code interpretations	16	13	6	-	-	-
TOTALS	233	161	37	32	1	2

APPENDIX III
ANNUAL REPORT

ZONING ADMINISTRATOR'S DECISIONS ON VARIANCE APPLICATIONS

	<u>Applications Pending at Beginning of Period(1)</u>	<u>New Applications</u>	<u>Variances Granted</u>	<u>Variances Denied</u>	<u>Applications Withdrawn</u>	<u>Applications Pending at End of Period</u>
F/Y 1985-86	62	152	151	37	6	65

(1) A single application may request a variance from more than one quantitative standard in the City Planning Code. The following table shows the types of variances that were decided.

<u>Code Standard</u>	<u>Variances Decided F/Y 1985-86</u>	<u>Granted F/Y 1985-86</u>	<u>Denied F/Y 1985-86</u>
Rear Yard	92	76	16
Off-Street Parking	32	18	14
Front Setback	16	15	1
Lot Size	22	21	1
Other	26	21	5
TOTAL	<u>188</u>	<u>151</u>	<u>37</u>

APPENDIX IV
ANNUAL REPORT

COMMISSION CASES						
MASTER PLAN REFERRALS, SUBDIVISIONS AND CONDOMINIUMS						
	<u>Overall</u>	<u>Master Plan</u>	<u>Land</u>	<u>Condominium</u>	<u>Condominium</u>	
	<u>F/Y 1985-86</u>	<u>Referrals</u>	<u>Subdivisions</u>	<u>Subdivisions</u>	<u>Conversion</u>	
		<u>F/Y 1985-86</u>	<u>F/Y 1985-86</u>	<u>F/Y 1985-86</u>	<u>Subdivisions</u>	<u>F/Y 1985-86</u>
Pending at beginning of period	12	2	-	-	-	3
Filed	177	48	50	50	29	
Commission Action In Conformity	9	6	1	1	1	1
Does not affect	8	5	1	1	1	1
Not in conformity	1	-	-	-	-	-
	1	1	-	-	-	-
Administrative Action In conformity	141	25	45	44	44	27
Does not affect	132	21	42	44	44	25
Not in conformity	2	2	-	-	-	-
Withdrawn	6	1	3	-	-	2
	1	1	-	-	-	-
Pending at end of period	25	16	4	4	4	1

APPENDIX V

MAJOR PROJECTS REVIEW SECTION

FISCAL YEAR 1985-86

Assessor's Block	Motion No.	Case No.	Office Projects Approved	Office Sq. Ft.	Retail Sq. Ft.	Other
3735	10429	83-313E	35 Hawthorne Street	42,630	2,800	-
3721	10431	83-331E/CX	100 - 1st Street	390,313	29,000	9,363
3703	10442	84-339E	1035 Market Street	49,500	38,500	52 Parking
112	10449	83-447EA	150 Green Street	49,986	4,983	5,617
4991		81-197R/SEM/ZC	Executive Park	1.15 million	45,000	600 Residential
110	10486	82-129C	1000 Front Street	147,000	-	350 Hotel
3744	10501	84-41E/CX	350 Stewart Street	524,600	-	4,135 Parking
3705	10521	85-73EX	55 - 5th Street	47,590	-	-
3736	10548	84-358E	201 - 2nd Street	28,655	2,895	-
			TOTAL SQUARE FEET APPROVED	2,436,274	123,178	-

Assessor's Block	Motion No.	Case No.	Residential Projects Approved	No. Units
6473	10673	84-297CE	5763 Mission Street	14
5843	10562	84-540CE	400 Alemany Boulevard	35
1216	10374	85-281CE	1101 Fell Street	18
4591A	10822	85-337CE	Jerrold Avenue/Donahue Street	75
4012	10826	86-226CV	2255 Marinosa Street	7
1546	10720	86-216C	228-228 Balboa Street	4
2923	10729	86-153C	4150 7th Street	33
1229	10439	86-276CV	1700 Haight Street	20
1241	10467	85-333C	1362-1366 Valiejo Street	9
1158	10515	85-492C	1856 McAllister Street	9
256	10702	84-308EC	897 California Street	19
1216	10479	85-280CEV	1070 Oak Street	17
5802	10280	84-386CEZ	Mission/Murray Streets	16
192	10307	83-412CEZ	1019-1055 Stockton Street	106
			TOTAL	364

APPENDIX VI
INSTITUTIONAL MASTER PLANS
DISCRETIONARY REVIEW (DR)

	<u>F/Y 1985-86</u>
Pending at Beginning of Period	2
Commission Action	14
Motion Not to Take Discretionary Review	4
Motion to Take Discretionary Review	10
Approved	5
Disapproved	4
Withdrawn	4
Pending at End of Period	13

APPENDIX VII
ANNUAL REPORT

STAFF AND FUNDING SOURCES
DEPARTMENT SECTIONS

<u>Funding Source</u>	<u>Plans & Programs</u>	<u>Code Compliance</u>	<u>Project Review & Environmental Evaluation</u>	<u>Department Management</u>	<u>Total</u>
1. Ad Valorem					
Professional	31	14	24	9	78
Clerical	4	6	7	6	23
Graphics	1	1	1	-	3
2. Grants/Other	9	-	2	-	11
TOTAL	<u>45</u>	<u>21</u>	<u>34</u>	<u>15</u>	<u>115</u>

APPENDIX VIII

SUMMARY OF MBO PERFORMANCE
BY PROGRAM AREA
MBO PERFORMANCE MEASURES

Program Area	Total No. of Measures F/Y 1985-86	No. of Measures		No. of Measures	
		Above Target F/Y 1985-86	At Target F/Y 1985-86	At Target F/Y 1985-86	Below Target F/Y 1985-86
Plans and Programs	3	0	3	0	0
Code Compliance	5	1	3	1	1
Project Review and Environmental Evaluation	4	0	4	0	0
Department Management	2	1	0	1	1
TOTAL	14	2	10	2	2

APPENDIX IX
F/Y 1985-86 ANNUAL REPORT

ENVIRONMENTAL REVIEW PROCESS

Number of Projects
F/Y 1985-86

I. INITIAL EVALUATION OF PROJECTS

Under review at beginning of period	110*
A. New cases received for review	194
B. Evaluation determined not to be required	
1. Categorical Exemption	13
2. General Rule Exclusion	34
C. Negative Declaration filed	95
1. Negative Declaration appealed	19
D. Environmental Impact Report required	7
1. % of cases in which Environmental Impact Report was determined to be required	3%
2. Cases appealed	-
E. Under review at end of period	70

II. ENVIRONMENTAL IMPACT REPORTS AND/OR STATEMENTS
REVIEWED

A. Reports in process at beginning of period	32
B. Final reports certified complete	15
C. Reports in process at end of period	24

NOTE: Twenty-six of these cases were closed out with no final determination during the period July 1, 1985 - June 30, 1986 due to inactivity or application being withdrawn.

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DEPARTMENT OF CITY PLANNING

1986 - 1987





**City and County of San Francisco
Department of City Planning**

**450 McAllister Street
San Francisco, CA 94102**

ADMINISTRATION
(415) 558-6414 / 558-6411
CITY PLANNING COMMISSION
(415) 558-6414
PLANS AND PROGRAMS
(415) 558-6264
IMPLEMENTATION / ZONING
(415) 558-6377

The Honorable Art Agnos
Mayor of San Francisco
Room 200, City Hall
San Francisco, CA 94102

Dear Mayor Agnos:

On behalf of the City Planning Commission and the Department of City Planning, we are pleased to submit our Annual Report for Fiscal Year 1986-87.

During the 1986-87 period, the Department implemented actions to ensure conformance with policies contained in Proposition M, the voter-passed initiative. As a result, Proposition M review requirements were added to the permit processing function and Proposition M office development limits were incorporated in Department reviews.

The Department devoted significant effort to the Mission Bay Study, including oversight for approximately twenty special studies, and the publication, Choices for Mission Bay. Funds for this effort were provided by the land owner.

The Neighborhood Commercial Rezoning Study and the Chinatown Plan were completed and Planning Code revisions enacted. The Seismic Safety Codes Study was completed. In addition, significant progress was made in the development of the Van Ness Avenue Plan, the South of Market Plan, the Northern Waterfront Plan, the Preservation Element and the Open Space/Recreation Element revision. Planning and zoning studies were initiated in the South Bayshore Area, the Civic Center area, the Showplace Square area and the Richmond/Sunset areas.

The first Annual Evaluation of the Office Affordable Housing Production Program (OAHPP) was issued in conjunction with the Mayor's Office of Housing and Economic Development. The Department initiated the second review of office buildings in Spring 1987 in accordance with the Downtown Plan and Proposition M. The Department experienced a significant increase in work load in Fiscal Year 1986-87, particularly in the areas of permit applications and discretionary review requests. In addition, the application review requirements have grown more extensive and complex. The Department continues to shift staff to the permit processing areas, however, the increase in work load has resulted in delays in the processing of applications.

On behalf of the Department staff and the Commission, we look forward to working closely and cooperatively in the future with your office, the Board of Supervisors and the people of the City.

Very truly yours,

Toby Rosenblatt, President
City Planning Commission





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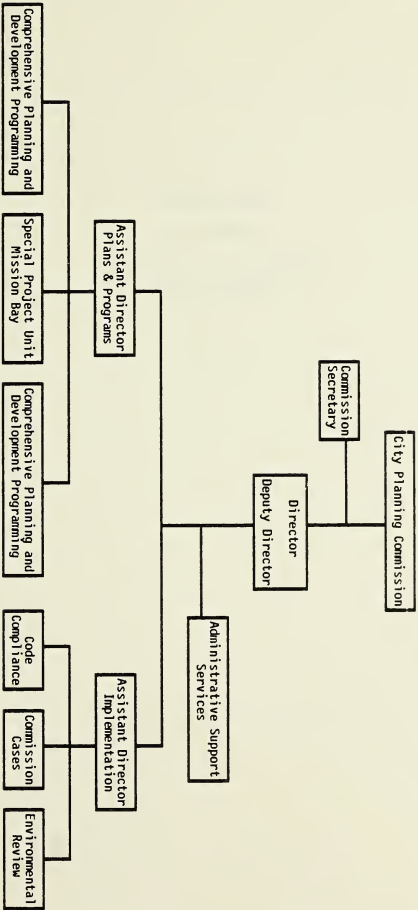
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Toby Rosenblatt, President
City Planning Commission



DEPARTMENT OF CITY PLANNING



ANNUAL REPORT

F/Y 1986-87

Department of City Planning
San Francisco

CITY AND COUNTY OF SAN FRANCISCO

DIANNE FEINSTEIN, MAYOR

City Planning Commission F/Y 1986-87

Toby Rosenblatt, President

Dr. Yoshio Nakashima, Vice President

Susan J. Bierman

Bernice M. Hemphill

Richard B. Allen

Roger Boas, Chief Administrative Officer

Alternate: Norman Karasick, City Architect

Rudolf Nothenberg, General Manager, Public Utilities Commission (PUC)

Alternate: Douglas G. Wright, Director, Planning and Development (PUC)

Landmarks Preservation Advisory Board

Patrick McGrew, President

Carolyn Klemeyer

Jean E. Kortum, Vice President

John Ritchie

Lucia Bogatay

Ann Sabiniano

Phillip P. Choy

Elizabeth de Losada

David M. Hartley

Department of City Planning

Dean L. Macris, Director of Planning

Milton R. Edelin, Deputy Director of Planning

Robert W. Passmore, Assistant Director-Implementation

George A. Williams, Assistant Director-Plans and Programs

Lori Yamauchi, Administrative Secretary, City Planning Commission

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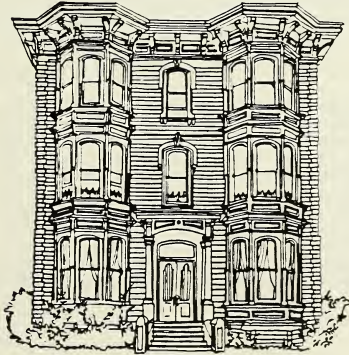
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I. OVERVIEW

The basic purpose of City Planning is to assure orderly development of the City and County of San Francisco as a whole. This purpose is mandated by the City Charter, state law, and local ordinances or administrative codes. For example, Section 3.524 of the City Charter states:

"It shall be the function and duty of the City Planning Commission to adopt and maintain ... a comprehensive, long-term, general plan for the improvement and future development of the City and County, to be known as the Master Plan. The Master Plan shall ... present a broad and general coordinated and harmonious development, in accordance with the present and future needs of the City and County."



HIGHLIGHTS F/Y 1986-87

1. Passage of Proposition M

The voters of San Francisco passed Proposition M in November 1986. This proposition affected the Department in two significant areas; Proposition M review requirements were added to the permit processing function, and Proposition M downtown office development constraints were incorporated in Department reviews.

2. Increase in Department Work Load

Proposition M requires that a project be found consistent with eight priority policies contained in the Proposition, prior to a building permit being issued. This requirement has resulted in the Department certifying consistency with the eight priority policies in a significant number of cases, which add to the work load of the staff. In addition, the Department's work load increased as a result of growth in the number of applications processed. The Permit Processing Section, which handles by far the greatest number of applications in the Department, processed 8,400 building permit applications, an increase over the previous year.

3. Office Development Limitation Program Applications

The review for major office space is handled through this program as a part of the Downtown Plan. The program was revised during F/Y 1986-87 to reflect Proposition M mandates. The second review cycle for the Office Development Limitation Program was initiated during this fiscal year.

4. Mission Bay Study

This major project involves planning, rezoning, special studies, preparation of an environmental impact report and the development of a complex development agreement with Santa Fe Pacific Realty Corporation. Santa Fe proposes to develop a mixed use project for the approximately 300-acre Mission Bay Area. This would represent the largest single development in San Francisco. The Department contemplates a mixed use community with a substantial amount of housing, as well as secondary service, light industrial and research and development space. Open space, recreation and community services are also included. During F/Y 1986-87, the Department published Choices for Mission Bay and The Mission Bay Plan; A Proposal for Citizen Review and conducted numerous information sessions and public hearings to ensure community participation in the planning process.

5. Special Studies

Significant progress has been made in a number of studies which were initiated or continued in F/Y 1986-87. The study areas include Van Ness Avenue, South of Market, Northern Waterfront and the Preservation Element of the Master Plan. The Neighborhood Commercial Study and the Chinatown Plan were adopted and permanent zoning controls for these areas were enacted. In addition, the Seismic Safety Codes Study was completed.

DEPARTMENT ORGANIZATION

The decision-making authority for City Planning is vested by Charter in the City Planning Commission, with the Director of Planning responsible to the Commission. The Department as a whole serves as staff to the Commission. All major items worked on by staff are reviewed by the Director and must go to the Commission, either for a decision, for recommendation to another body, or for information and comment to staff.

To carry out its purpose, the Department is organized into two primary operating divisions: the Plans and Programs Division and the Implementation Division, each headed by an Assistant Director. Overall management of these operating divisions is carried out by Department Management, which consists of the Director, the Deputy Director, the Secretary to the City Planning Commission, and their immediate staffs. Below is a description of each of these organizational divisions.

PLANS AND PROGRAMS

The Plans and Programs Division is responsible for developing the plans and policies that are adopted by the City Planning Commission. This responsibility includes revising and updating on a periodic basis the Master Plan and its various Elements as well as making special studies and developing special programs for carrying out planning policy. Accordingly, Plans and Programs is organized into two sections: Comprehensive Planning and Conservation and Development Programming, each headed by a Planner V.

Comprehensive Planning

This section does the work necessary to revising and updating the Master Plan and its various Elements. Elements of the Master Plan adopted in compliance with State law, Section 65302 of the Government Code, include: Circulation (Transportation), Housing (Residence), Conservation, Recreation and Open Space, Community Safety, Environmental Protection, Urban Design, and Commerce and Industry. Organizational units in this section correspond to those elements requiring the greatest amount of work and ongoing staff attention: namely, Transportation, Energy, Residential Policy Development, and Recreation and Open Space. In addition, there is a unit on Intergovernmental Liaison.

Conservation and Development Programming

This section prepares the special studies and programs necessary for carrying out planning policies. Frequently these studies and programs are area- and/or project-specific. Its organizational units include: Neighborhood Planning and Commercial Rezoning, Residential Area Rezoning, Downtown Rezoning, and Capital Programming.

In January 1984, the Department initiated work on a major new project, the South of Market/Bayshore Industrial Area Plan. This project is necessary to deal with planning issues resulting from the spread of office and commercial growth from Downtown to the South of Market area. The area of study has been expanded to include all of the industrially zoned districts on

the east side of the City. Work on this project is shared by the Comprehensive Planning Section and the Conservation and Development Programming Section.

IMPLEMENTATION

The Implementation Division is responsible for implementing the Master Plan Elements and general planning policies after they are adopted by the Commission. It carries out this responsibility through administration of the City Planning Code, the City's Subdivision Ordinance, Chapter 31 of the City's Administrative Code, and the California Environmental Quality Act (CEQA). The Assistant Director of Implementation also serves as the City's Zoning Administrator. This Division is organized into the following sections: Code Compliance, Environmental Review, and Commission Cases, each headed by a Planner V.

Code Compliance

The Code Compliance Unit is responsible for:

- adaptation of the Planning Code, including hearings of requests for variances from specific provisions of the Code and interpreting the meaning on Code language when it is unclear as to how it applies to a specific case.
- review of building proposals and permit applications to determine their conformity with Code provisions.
- abatement of Code violations and implementation of conditions attached to development approvals.

Environmental Review

This unit is responsible for:

- administration of Chapter 31 of the Administrative Code and CEQA, both of which relate to environmental quality, including reviewing and evaluating those public and private projects not exempted by the law to determine their effect on the environment.

Commission Cases

This unit is responsible for:

- preparation of cases for public hearing before the City Planning Commission on Master Plan referrals, discretionary review of permits, applications for conditional uses, review of applications for landmark status, and amendments to the zoning map and text.
- review of major complex and/or controversial building proposals, typically involving highrise office buildings, hotels, major retail stores, apartment houses, institutions such as schools and hospitals, etc., and requiring staff to work with project sponsors and community

organizations, to make recommendations on projects to the Planning Commission, to guide project sponsors and coordinate with community groups the procedures required for permit approval, to review permit applications and plans, and to monitor construction for compliance with conditions.

- provision of staff to the Landmarks Preservation Advisory Board to facilitate administration of the Planning Code's Historic Preservation Article, including making recommendations to the Advisory Board and the Planning Commission on issues relating to landmark designations and certificates of appropriateness.

ADMINISTRATION/SUPPORT UNITS

The Director and Deputy Director are responsible for the overall management of the Department. The Commission Secretary provides support to the City Planning Commission. Included in the overall management of the Department is the provision of support services to the operating divisions in areas related to personnel, accounting, supplies, facilities maintenance, and information and statistical services. The primary objective of management is to assure that the Department's resources are being utilized with maximum efficiency and effectiveness toward accomplishment of the Department's program goals. Management is also responsible for monitoring the Department's performance according to the city-wide Management by Objectives (MBO) System.



II. PLANS AND PROGRAMS

Staffing for the Plans and Programs Division for F/Y 1986-87 consisted of 37 positions, 31 of which were Ad Valorem funded. Under the direction of the Assistant Director for Plans and Programs, this staffing includes 25 planners and 6 clerical and technical positions. The Division includes sections which are responsible for revising, updating and specific planning activities related to elements of the Master Plan. In addition, staff in this Division are responsible for undertaking special studies and reports that are necessary for systematic effectuation of the policy goals of the Master Plan.

COMPREHENSIVE PLANNING

This section is primarily responsible for revising and updating the various Elements of the Master Plan and carrying out special studies pursuant to the goals of these elements. Accordingly, the section is organized into the following units: Transportation, Housing, Energy and Recreation and Open Space. It also has an Intergovernmental Planning and Coordination function.

TRANSPORTATION

The Transportation staff is responsible for the Circulation Element of the Master Plan as well as a number of special transportation projects. In addition, the transportation staff participates in project review and in transportation-related aspects of environmental review of project applications and of Department planning and rezoning studies. During F/Y 1986-87, staff has worked on transportation aspects of Environmental Impact Reports for the South of Market Plan, the Northern Waterfront Plan, Chinatown Plan, Van Ness Avenue Plan and the Neighborhood Commercial Rezoning Study.

Marin 101 Corridor Study

The transportation staff has served on the Technical Advisory Committee and attended the Action Committee meetings on behalf of the Board of Supervisors since July 1986 for Phase II of the Marin 101 Corridor Study. In the past year, a transportation methodology was selected for the Phase II work, Composite and ABAB Land Use Plans were developed for the three county study areas, transportation alternatives were selected, and travel forecasts were completed for the two land use plans. Selection of a preferred transportation alternative is scheduled for May 1988.

Transit Preferential Streets Program

During F/Y 1986/87, transit speeds were increased by 5-15 percent on Union Street, Haight Street, and Van Ness Avenue as a result of bus stop reduction and relocation projects developed by the Transit Preferential Streets Committee. An intersection blockage prevention program was successfully tested at a downtown intersection and expanded to sixteen additional intersections. Three studies designed to test the impact of parking enforcement on transit speeds and traffic flow were developed, photographed and evaluated. A time-lapse film and video tape, demonstrating the effectiveness of parking enforcement in the reduction

of traffic congestion, was produced and shown to a wide array of community groups, and was aired on local TV. Funding and City agency approvals were secured for the pre-emption of eight signalized intersections by transit vehicles. At Candlestick Park, a transit priority plan was introduced which significantly improved post-game transit speeds and virtually eliminated pre-game congestion. A test of computerized parking ticket writing machines by the Police Department was evaluated. Bus stop relocation and reduction and signal pre-emption plans have been developed for Mission Street, Third Street, Ocean Avenue, and Church Street.

Monitoring the Implementation of Transportation Systems Management (TSM) Program

In the past year, the Minimum Level of Effort Performance Standards and the Standard Format and Content Guidelines for the Downtown Transportation Brokerage System were developed. These guidelines are currently undergoing public review. Additionally, a framework has been developed in cooperation with private developers for a centralized, coordinated program of transportation brokerage services to be administered by RIDES. Staff is in the process of securing seed funds from the City and Metropolitan Transportation Commission (MTC) to begin this program. Staff continues to have ongoing involvement in monitoring of established TSM programs and assisting project sponsors in setting up new programs.

Neighborhood, Business, and Interdepartmental Coordination

In addition to providing regular assistance to neighborhood and business organizations on transportation-related matters, transportation staff maintains regular liaison with other City departments, such as Department of Public Works and Municipal Railway, and outside agencies, such as Caltrans and Metropolitan Transportation Commission. There are three standing committees that transportation staff coordinates or participates on: the Transportation Policy Group (TPG), the Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT), and the Federal-Aid Urban Funding Committee (FAU). This liaison assures that City Planning policies are taken into account in daily transportation management and long-range investment decisions.

HOUSING

The Housing staff is responsible for review of major housing projects for consistency with the Housing Element of the Master Plan and for providing information on housing policy issues. In addition, staff annually reviews the status of residential hotels, in cooperation with other City departments, and prepares the Annual Housing Information Series Report on changes in housing stock as a result of new construction, demolitions and conversions.

Office Affordable Housing Production Program (OAHPP)

In conjunction with the Mayor's Office of Housing and Economic Development, the Department published the first Annual Evaluation of the Office Affordable Housing Production Program (OAHPP) in January 1987.

Since the ordinance became effective in August 1985, housing obligations for 831 units have been generated. Over \$26 million had been contributed by office developers under interim guidelines, prior to enactment of the ordinance.

Residential Demolition Ordinance Proposal

Work on this project was initiated in F/Y 1985-86 with the introduction of a number of city-wide demolition and conversion proposals by the Board of Supervisors, and the preparation of a preliminary draft demolition and conversion proposal by the Department of City Planning Housing staff. The issue is addressed in part through some of the major rezonings such as Neighborhood Commercial and area plans which make demolitions and conversions subject to conditional use approval. In Spring of 1987, the Department met with concerned housing groups and builders and reviewed a rough draft of a demolition ordinance directed to neighborhoods near downtown. The draft was submitted to the City Attorney's Office for further work before public hearings.

International Hotel

This is a continuing special project that involves providing staff support to a 16-member advisory committee, originally appointed by the Mayor in 1980 and charged with monitoring implementation of the development of the I-Hotel Block. During F/Y 1986-87, the Committee worked with the staff in review of a Planned Unit Development involving two interconnected sites within the I-Hotel Block. The project contains 45,300 square feet of housing (126 low income units for the elderly), 50,700 square feet of commercial, and 81,300 square feet of office and parking. The Environmental Impact Report for the project was certified in June 1987. The Committee held numerous workshops to inform the community and guide the project.

Van Ness Avenue

In April 1987, Interim Controls were adopted for Van Ness Avenue. These interim Code amendments implement the "Van Ness Proposal for Adoption" (October 1986). Completion of this project involves publication and adoption of an Environmental Impact Report (published August 1987) and adoption of permanent controls for Van Ness Avenue. The Plan and Code amendments facilitate the conversion of Van Ness Avenue into a mixed residential/commercial street.

PRESERVATION ELEMENT

This project involves the completion of a proposal for citizen review of a new Master Plan Element and associated Planning Code amendments to establish a comprehensive, city-wide preservation program in San Francisco. The Department has prepared a draft of the Master Plan Element, and is circulating it among preservation professionals for comment. It is anticipated that a draft for citizen review and the draft Planning Code amendments will be published in the Fall. Working closely with a Preservation Advisory Committee, the Department is developing a process for documenting the built resources in the city.

ENERGY

In addition to serving as staff to the Citizen's Energy Policy Committee (CEPC), appointed by the Mayor, this staff is responsible for the Energy Element of the Master Plan and carries out a variety of special projects designed to help meet the City's energy conservation needs. The Energy Unit is comprised of Non-Ad Valorem staff. Funding is from the Urban Consortium and by a work order from the San Francisco Public Utilities Commission.

RECREATION AND OPEN SPACE

The Recreation and Open Space staff is responsible for updating the Recreation and Open Space Element of the Master Plan, reviewing open space proposals in connection with major buildings in the downtown area, developing an open space plan for the South of Market Area, and monitoring the open space plans and programs of area plans, including Mission Bay and the Shoreline. In addition, staff participates in the review of major development projects with regard to open space provisions. Master Plan referrals, which include open space designations, are coordinated with this unit.

Amendment of the Master Plan

The Recreation and Open Space Unit revised the Recreation and Open Space Element of the Master Plan. The unit published the "Recreation and Open Space Element of the Master Plan Proposal for Adoption", in November 1986, and the "Recreation and Open Space Programs for Implementing the Recreation and Open Space Element of the Master Plan Proposal for Adoption". The unit held public hearings on the proposals and revised them in June 1987. The Element and the Programs report were adopted by the City Planning Commission on July 9, 1987.

Project Review of Presidio Projects

The unit has coordinated with staff from other sections of the Department in reviewing development projects within the Presidio of San Francisco, as called for in the City's Memorandum of Understanding with the Presidio. During F/Y 1986-87, this has included review of a proposed commissary, PX expansion, bowling center, Barracks Project #98, 119, 124, and a Child Care Center.

Interdepartmental Coordination

The Recreation and Open Space Unit has assisted in interdepartmental efforts on open space and Master Plan issues. Staff worked with the Park Acquisition and Park Renovation Advisory Committee to improve recreation and open space opportunities throughout the city in implementing the objectives and policies of the Recreation and Open Space Element of the Master Plan. Staff has also represented the Department as an ex-officio member of the Department of Public Work's Tree Board, and the Task Force on Community Gardens, which is developing City policy and implementation mechanisms to strengthen the City's community gardening program.

INTERGOVERNMENTAL PLANNING AND COORDINATION

This function involves the responsibility of maintaining liaison with regional agencies and other governmental bodies whose planning policies and programs affect those of San Francisco and where liaison is needed to protect the interests and effectiveness of San Francisco's planning policies.

CONSERVATION AND DEVELOPMENT PROGRAMMING

This section is responsible for the Commerce and Industry Element of the Master Plan and more specifically for making special studies and reports that are necessary for systematic effectuation of the policy goals of the Master Plan.

For F/Y 1986-87, it continued its focus on revisions to the City Planning Code sections relating to commercial and industrial districts, and on commercial rezonings for selected neighborhoods in the city.

1. Downtown Plan - Local Employment Guidelines

The Downtown Plan became effective in October 1985. The Downtown Plan contains general rules for the provision of Employment Brokerage services in the C-3 zoning districts. Planning Department staff formed a representative task force to develop more specific implementation guidelines. From task force discussion, Plans and Programs staff prepared recommended guidelines for implementation. These draft guidelines were submitted to the City Planning Commission and the Board of Supervisors in April 1987.

2. Office Development Limitation Program

This program, adopted in F/Y 1985-86 as part of the Downtown Plan and amended by Initiative Ordinance Proposition M, established a city-wide limit on the amount of office development which could be approved. This project involved developing rules for the review of office projects and evaluating the proposed office projects in the program's 1986-87 Approval Period against the criteria established in the Planning Code. The rules established two evaluation schedules for buildings, based on the amount of office space proposed. For smaller buildings (between 25,000 and 49,999 square feet of office space), the Department published an evaluation report in April 1987 and City Planning Commission action occurred in May 1987. Two projects were approved for a total of 71,341 square feet of office space. For larger buildings (50,000 or more square feet of office space), the Department published an evaluation report in May 1987. The larger buildings were still under Commission review at the end of F/Y 1986-87.

3. South of Market Rezoning Study

This project involves close coordination of various City agencies to develop specific legislation and procedures to implement the various policies and programs presented in the South of Market Plan and Zoning Controls. City agencies involved in the planning and

implementing process include the Police Department, City Attorney's Office, Recreation and Park Department, Department of Public Works, Department of Public Health, Department of Social Services, the Arts Commission, Landmarks Preservation Advisory Board, and the Mayor's Office of Criminal Justice. The South of Market Plan and Proposed Zoning Controls are scheduled for revised publication in F/Y 1987-88.

4. Neighborhood Commercial Rezoning

The Neighborhood Commercial Rezoning Proposal contains Master Plan Amendments, Planning Code Text and Zoning Map amendments for approximately 210 neighborhood commercial areas throughout the city. It has undergone various phases of completion and is approaching final adoption. Interim controls were adopted and remained effective until March 28, 1987. In November 1986, the Department published the Neighborhood Commercial Rezoning Proposal for Adoption which was followed by the Draft Environmental Impact Report and Economic Impact Assessment Report. Public hearings on the proposal and its accompanying documents were held by the City Planning Commission and the Board of Supervisors in early 1987 and resulted in the adoption of Master Plan Amendments and permanent controls (effective on April 12, 1987) to be in effect for nine months.

5. Chinatown Rezoning Study

Following the determination in the Downtown Plan that Chinatown is an area distinct from Downtown, the Department presented a series of five issue papers and a number of community forums. Drawing on this base of information and their own views, two groups of community leaders prepared their own planning proposals. Objectives and policies for Chinatown Plan were based on a synthesis of this work. The City Planning Commission adopted the Chinatown Plan as part of the Master Plan February 19, 1987. The zoning changes, establishing three new mixed-use districts for Chinatown, were approved by the City Planning Commission, the Board of Supervisors and the Mayor and became effective May 24, 1987.

6. Van Ness/Market Area Study

In Spring 1987, the Department initiated work on an area between Market, Howard and 11th Streets and Central Skyway. Issues include the relationship of this area to Downtown, Civic Center and the South of Market regarding appropriate heights, building intensities and land uses.

7. South Bayshore Area Study

Planning for the South Bayshore Area was initiated during F/Y 1986-87. The Department is developing a plan for the area in conjunction with the Redevelopment Agency and the Mayor's Office of Housing and Economic Development. The plan will include land use, transportation, housing, commerce, industry, urban design, open space and recreation, public health and safety, and community facilities. An Issues Report is scheduled for publication in November 1987.

8. Capital Improvement Program

This project is an ongoing responsibility of the Department, involving one planner to coordinate annual preparation of the six-year Capital Improvement Program for the City as a whole. The Program is developed in close cooperation with other City departments and lists all capital improvement projects proposed for the budget year and the following five years. The Department reviews each project to assure conformity with the Master Plan. As a part of this responsibility, the Department also provides staff support to the Capital Improvements Advisory Committee.

9. Proposition K - Implementation Study

This project involves the development of a computerized system for implementation of Proposition K, a voter-passed initiative to protect designated open space from building shadows. The University of California Center for Environmental Design Research received a contract in May 1986 to provide the computerized system to be used in determining shadow impacts on open space. The Study was near completion at the end of F/Y 1986-87.

10. Seismic Safety Codes Study

This project involves the utilization of specialized consultant services to determine how seismic safety in older buildings can be achieved through alternatives to the present Building Code seismic requirements. This is critical to preservation of existing housing in the North of Market and Chinatown areas. A contract with the Center for Environmental Change, for the conduct of this study, was approved in December 1985. The study was completed in March 1987.

11. Northern Waterfront Study

The land use inventory and assessment of transportation, urban design, open space and preservation issues and problems were completed and published in a Findings Report in March 1987. The report was presented to various community groups at several locations. The Department initiated a series of meetings with the Northern Waterfront Study Task Force to develop zoning proposals and build consensus for various transportation programs.

12. Neighborhood Planning Program

This program re-instituted a neighborhood assistance function in the Department after an absence of several years. Its first priority is dealing with the more short-term planning issues faced by neighborhoods in situations where these issues cannot be effectively linked to an on-going long-term study.

This past year, staff rendered assistance to six neighborhoods. On the East Slope of Bernal Heights, a study of infrastructure deficiencies was completed and legislation was prepared. In the Elsie Street neighborhood, a process for community development in

design review was re-established. In Laurel Heights, staff provided information and issues clarification in the dispute over the new facility at the University of California in San Francisco. In the Mission, staff assisted efforts to secure community participation in the Armory Studios project and facilitated resolution of controversies surrounding re-use of several industrial sites. Efforts in the Haight-Ashbury were directed towards the Poly High residential project and staff work in the Bayview included the Executive Park and U.S.S. Missouri projects.

SPECIAL PROJECT/MISSION BAY

13. Mission Bay Study

This major project involves planning, rezoning, special studies, preparation of an environmental impact report and the development of a complex development agreement. The approximately 300-acre Mission Bay area is within the boundaries of the China Basin and Central Basin areas of the Central Waterfront Plan, where Santa Fe Pacific Realty Corporation proposes to develop a mixed use project. Santa Fe has provided gift funding to the City to undertake activities related to the development of this project. The Mayor's letter of October 16, 1984, amended on May 16, 1986, to Santa Fe Pacific Realty Corporation provided a reference for the various components of the study. The Department contemplates a mixed use community with a substantial amount of housing, as well as secondary office and service, light industrial and research and development space, with appropriate community services, and with open space and recreation opportunities that take advantage of the area's location and setting.

During F/Y 1986-87, the Department produced, published and distributed Choices for Mission Bay, June 1986. The document contained planning considerations and fundamental choices and urban design concepts for development of Mission Bay. This was followed by preparation of approximately twenty special studies in September 1986, analyzing various aspects of Mission Bay development.

Mission Bay Plan, A Proposal for Citizen Review was released in January 1987. The document contained an introduction, background and history, special planning considerations, objectives and policies, the plan, achieving the plan, development control plans and design guidelines.

During F/Y 1986-87, citizen participation and community involvement included public hearings before the City Planning Commission and the Land Use Committee of the Board of Supervisors, presentations to neighborhood organizations and community groups, design studio and workshops. Also, small group working meetings and individual meetings were held to insure community input into the Mission Bay planning process.

III. IMPLEMENTATION

Staffing for the Implementation Division for F/Y 1986-87 consisted of 61 positions; 58 of which were Ad Valorem funded. Under the direction of the Assistant Director of Implementation, who also serves as the City and County's Zoning Administrator, the staffing consisted of 42 planners and 16 clerical and technical positions.

In contrast to Plans and Programs, all of the programs in this Division are ongoing, involving the review, approval and/or certification of individual development proposals submitted by property owners, developers, architects, and project sponsors. The Division reviews and acts upon approximately 9,000 cases a year, ranging in size and complexity from modest modifications to a single family residential dwelling to new construction of major highrise buildings. The Division is organized into three sections: Code Compliance, Environmental Review, and Commission Cases.

CODE COMPLIANCE

Code compliance activities primarily involve enforcement of the City Planning Code, the zoning ordinance of San Francisco. Zoning is defined as the partitioning of a city by ordinance into sections or zoning districts reserved for different purposes, primarily residential, commercial or industrial. In addition to establishing zoning districts for the use of property, the Planning Code, and the Zoning Map accompanying it, provide standards for the height and mass of buildings, yards and open spaces, off-street parking requirements, sign requirements, landmark preservation, and the procedures for amending and appealing actions by the Department of City Planning and the City Planning Commission on these matters.

Under the Charter, the Zoning Administrator has the responsibility for implementation action and enforcement of the City Planning Code. The functions described in this chapter are part of that responsibility.

Zoning Information Services

The Department maintains an information counter which people can visit or call from 10:00 A.M. to Noon and 1:00 P.M. to 5:00 P.M. five days a week to find out how zoning regulations affect property. Since this counter is the first point of contact for most people who have business in the Department, it also serves a very important public relations function for the City. Summaries, reports, pamphlets, schedules, reprints and flyers are distributed to the public here. Approximately 18,700 telephone calls and 18,700 office visits are handled annually by the receptionists and planners assigned to duty at the counter. In addition to in-person inquiries, the information section answers written inquiries and surveys. Training sessions on the Planning Code and departmental procedures are presented to the planning staff weekly.

Permit Review

Substantial staff effort is expended on counseling applicants on providing proper plans and plan modifications to meet code standards.

This unit reviews permit applications submitted to the Department of Public Works for new buildings, alterations resulting in physical expansion or change in use, signs and grading. It also reviews demolition permits and permit and license applications submitted to other departments, such as Police, Fire, Health and Social Services and works with project sponsors, architects, developers, and home-owners on Code standards and regulations. This is the Department's most basic point of interaction with the citizen/client. Service to the public was improved.

A total of 8,409 permit applications were reviewed during the year, including approval of 507 new buildings and 4,535 alterations to existing buildings. See Appendix I for full statistics.

Board of Permit Appeals

The Board of Permit Appeals is empowered to hear appeals from the Zoning Administrator's decisions and determinations as well as from the City Planning Commission's decisions resulting from the exercise of discretionary review over building permit applications. In hearing these appeals at its weekly meetings, the Board determines whether or not the actions taken by the Department resulted from proper exercise of authority or discretion.

Department staff appeared before the Board as respondent or co-respondent in 295 appeals during F/Y 1986-87. Appendix II contains a summary of the disposition of appeals filed during the fiscal year.

Staff time that must be devoted to preparing for and participating in appeal proceedings is significant. This is especially true in that many appeals are continued for further hearing at subsequent Board meetings or are re-heard if warranted by newly offered evidence.

Variance Review

The Zoning Administrator conducts public hearings, after due notice, on requests for variances from the strict application of certain quantitative standards in the City Planning Code. Standards controlling building location, off-street parking, and lot size, for example may properly be the subject of variance applications. Standards controlling the use of buildings and land, height and bulk of structures, and types of signs allowed, however, may not be varied by this procedure, but, instead, are properly the subject of review and action by the City Planning Commission.

During F/Y 1986-87, the Zoning Administrator issued decision letters for 162 variance applications.

A statistical analysis of the number and types of variance applications heard and decided by the Zoning Administrator during the past fiscal year is contained in Appendix III. As the analysis shows, in approximately 70 percent of completed cases, variance requests were granted. This statistic alone, however, conceals the fact that many variances were granted subject to conditions of approval which brought the proposal closer to compliance with the Code or otherwise reduced the effect or impact of the variance.

Violation Abatement

This unit processes building permit applications filed in response to Code Compliance orders on a city-wide basis. It also responds to reports of specific violations filed by the public and participates in ongoing programs such as systematic Code Compliance and RAP administered by the Department of Public Works. Staff activity involves investigation of violation sites, research of records and abatement requests, and follow-up with the City Attorney for court action on recalcitrant violators. Over 600 cases were processed by this unit in F/Y 1986-87.

A complaint tracking system was initiated during this fiscal year. To date approximately 2,800 complaint cases has been entered into the system.

Non-Conforming Use Program

This unit maintains records for non-conforming use properties and establishes records for non-conforming uses created during the year as a result of rezoning activities or changes in the Planning Code.

Neighborhood Commercial Special Use Districts

Neighborhood Commercial Permanent Zoning Controls apply to approximately 220 neighborhood commercial areas ranging from large active districts to small corner clusters of grocery and convenience stores. Separate individual zoning districts are established for 15 neighborhood commercial areas, with zoning controls designed to meet unique conditions in these districts. This unit is responsible for processing applications which fall within neighborhood commercial zoning. Staff activities include case preparation, public hearings, field surveys and record-keeping.

OFFICE OF ENVIRONMENTAL REVIEW

The Department's Office of Environmental Review (OER) carries out environmental review for all departments and agencies of the City and County of San Francisco, in compliance with the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and Chapter 31 of the San Francisco Administrative Code, and the National Environmental Policy Act (NEPA). Environmental review is one of several areas of review by the Department which provide input to decisions. In administering environmental review, the Department provides a process which is efficient and responsive to various public needs, and which has priorities which conform to Master Plan goals and objectives as well as to State Law and Federal Law.

Environmental review is a process directly shaped by legal requirements and it must, therefore, be orderly, procedurally correct and well-documented. The product of this process requires full public scrutiny to meet the spirit of the law in accurately informing project sponsors, the general public and decision-makers about the environmental impacts of projects. Revision of City environmental procedures is ongoing, due to changing provisions in State law, court decisions, and administrative efforts to make the environmental review process more efficient and more consistent in its operation.

Litigation on environmental review documents continues as a major factor, as many Environmental Impact Reports (EIR's) for office buildings were appealed to court. This put greater demand upon maintaining consistency between documents, upon carefully and thoroughly preparing documents and fully responding to all public comments, and maintaining project records. The cumulative impacts of all office development downtown continued to have great importance in environmental documents, and environmental impact reports were required for projects which had significant impacts only by virtue of their contribution to significant cumulative impacts.

The Downtown Plan EIR was certified in October 1984, and provided an exhaustive analysis of the environmental impacts of alternative growth management controls for Downtown. Certification of the Downtown EIR and approval of the Downtown Plan and implementing ordinances enabled use of the EIR for tiering purposes, i.e. individual building projects could limit their EIR's to project-specific issues with cumulative impacts discussed in the Plan-level EIR. This has shortened EIR's for many downtown projects. On the other hand, analysis has become more complex for many projects that are determined to have no significant impacts and therefore merit Negative Declarations. This complexity results in part from increasing public concern about new developments in established neighborhoods.

Environmental review on a variety of other Department plans has begun, including the Van Ness Avenue Plan, the Mission Bay Plan and the South of Market Area Plan. In addition, considerable time has been spent on evaluation of City Planning Commission and Board of Supervisor-initiated proposals.

COMMISSION CASES

This section handles a large variety of projects which are characterized by requirements for either City Planning Commission action or, where delegated by the Commission, staff review for conformity with the Comprehensive Plan. Responsibilities include: (1) reclassifications (rezoning) of property and front setback modifications, (2) conditional uses, (3) discretionary review, (4) institutional master plans, (5) land, condominium and conversion subdivisions, (6) master plan referrals involving public property, and (7) text amendments to the City Planning Code. These actions of the Department rely upon objectives and policies of the Comprehensive Plan, and criteria of the City Planning Code, to approve or disapprove projects.

Staff activities for these projects include maintenance of records, investigations and field trips to properties, provision of public notice, consultation with project sponsors and community groups on procedures and issues, preparation of case reports, memoranda and draft resolutions, presentation of cases and recommendations to the Commission, preparation of final Commission resolutions, transmittals as required to the Board of Supervisors, and appropriate presentations at Board hearings. The section also has responsibility in the scheduling of these and other types of projects before the Planning Commission. Appendix IV summarizes the cases brought before the City Planning Commission by this Section.

Conditional Uses

Conditional uses require approval by the Commission subject to specific Planning Code criteria, which include a finding that the proposed use must be necessary or desirable for, and compatible with, the surrounding community. These conditional uses include major institutional expansions of hospitals and other residential or commercial facilities, large scale residential projects, churches and childcare facilities, board and care facilities, social service facilities, and conversion of dwellings to offices or other uses.

Subdivisions

Subdivisions include divisions of land, new condominiums, and condominium conversions. All subdivisions must be reviewed for consistency with the Master Plan (Comprehensive Plan) under the City Charter, the Subdivision Code and State Law. The City Advisory Agency (Director of Public Works), in acting on subdivisions, must disapprove any subdivision found to be not consistent with the Master Plan, and must impose any conditions established for consistency with the Master Plan. The final decision rests with the Board of Supervisors on appeal. Appendix V summarizes Department action in F/Y 1986-87.

Master Plan Referrals

Master Plan referrals are a tool provided by the Charter for realization of the objectives of the Comprehensive Plan. Through the referral procedure, the Department helps guide the development of publicly-owned properties and facilities. This procedure requires, for example, that before a City Department can acquire or sell land, it must refer the matter to the Department of City Planning to determine whether such action is in conformity with the Master Plan. The Department then forwards its finding to the initiating agency and to the Board of Supervisors for their consideration before final action on the proposal.

Institutional Master Plans

Under the City Planning Code, the Department of City Planning is responsible for securing and making publicly available master plans for all hospitals and institutions of higher learning within the City. This has been done by maintaining informal contact with the major institutions and by reviewing Master Plan documents as they are submitted.

Richmond/Sunset Interim Controls in RH-1 and RH-2 Districts

During F/Y 1986-87, the Department developed proposed interim controls for one and two family houses in the Richmond/Sunset area. The proposed controls included using residential design guidelines for review, modification of height limits, rear yard and parking requirements.

Special Projects

This Section is responsible for reviewing and processing major complex and/or controversial building proposals. For new projects, such review

includes initial contact and subsequent communication with developers, community groups and other agencies, and proceeds through all aspects of a project's development. Internal staff coordination for such projects includes review of environmental evaluation and environmental impact reports, checks for compliance with the City Planning Code, review of conformity with Comprehensive Plan provisions, consideration of possible discretionary review and preparation of case reports, motions for Commission action, and staff recommendations to the City Planning Commission. Subsequent to action on a project by the Department or Commission, it is the responsibility of the Special Projects staff to provide follow-up review to assure conformity with conditions established as part of approvals. The section also processes demolition, alteration and building permits and represents the Department at the Board of Permit Appeals for projects for which it had coordinated the previous review.

Reclassifications and Setback Modifications

Reclassifications and setback modifications are legislative actions, requiring Board of Supervisors' adoption following Planning Commission action. A reclassification of property changes either the Use District or the Height and Bulk District within which a property is located, and in so doing amends the official Zoning Map of the City. This has fundamental implications for how a property may be developed: whether residentially, commercially or industrially, at what density, at what size and height. A front setback modification affects the distance from the street property line where a structure can be built. This legislated front setback is independent of the Planning Code requirements for averaging front setbacks of abutting properties to determine when construction can commence.

LANDMARKS PRESERVATION ADVISORY BOARD

The Landmarks Preservation Advisory Board is a nine member panel appointed by the Mayor and charged with identifying and recommending for designation as landmarks or historic districts buildings of special architectural, historical or aesthetic interest and value. The Board maintains an advisory relationship with the City Planning Department and Commission, other City, State and Federal agencies and the Board of Supervisors. Article 10 of the City Planning Code is the enabling legislation for the Landmarks Board. The Board holds public meetings bimonthly on the first and third Wednesdays at 450 McAllister Street, Room 605.

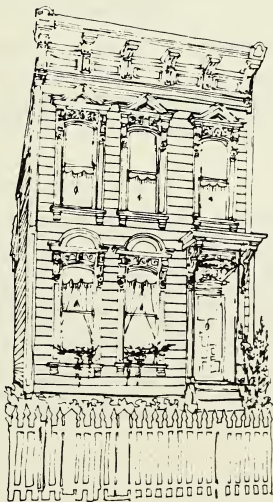
Over the course of F/Y 1986-87, 5 individual structures were designated as landmarks. In addition, one historic district was approved.

The Landmarks Board reviewed 41 certificates of appropriateness applications proposing alterations to designated structures. As part of their routine check of environmental evaluation documents, the Board reviewed negative declarations and environmental impact reports to ensure complete discussion of architectural/historic resources. The Board's Secretary has continued his role as the preservation clearance authority for the Mayor's Office of Community Development federal environmental review process.

As charged by the Board of Supervisors, the Landmarks Board continued its role as the designated City agency to deal with State and Federal agencies on matters concerning historic preservation. A voters' initiative adopted in November of 1986 amended the City Planning Code by introduction of eight priority policies (Proposition M). Policy 7 calls for the preservation of landmarks and historic buildings. The Zoning Administrator has instituted a policy of seeking the Board's advice on the possible historic merit of structures which are the subject of demolition or substantial alteration permit applications.

The Landmarks Board, in cooperation with the Department, has begun an evaluation process which should result in recommendation for a revised, comprehensive municipal preservation program.

Board Members and the Secretary continue to provide information on general preservation issues and the activities of the Board to the public, press, and other City agencies.



IV. DEPARTMENT MANAGEMENT

Department Management has a total staffing of 15, consisting primarily of the Director, the Deputy Director and their immediate staffs. Its primary objectives are to assure efficient utilization of departmental resources and to provide administrative support to the operating divisions to strengthen their capacity to meet program objectives.

Overall Departmental Administration and Support to Commission

This unit provides management guidance to the Department and secretarial support to the Commission, including calendars, minutes, and summaries. It is staffed by the Director, Deputy Director, the Commission Secretary, the Director's secretary, and a Senior Clerk-Typist. This unit is also responsible for data collection and improvements regarding achievement of MBO objectives. In F/Y 1986-87, the Department achieved 66.7% of its MBO objectives.

Budgeting and Accounting

This unit performs the accounting and budgeting functions for the Ad Valorem and Grant funds of the Department.

Facilities/Supplies/Administrative Support and Personnel

This unit coordinates maintenance of the Department's physical facilities and equipment; procures and distributes supplies to staff; and provides other support services to the operating units as needed. It also maintains personnel records and undertakes staff recruitment in the absence of Civil Service lists.

Information and Statistical Services

This unit provides electronic data processing services for the Department. Its specific responsibilities include: computer programming and processing electronic data for the Department's research activities; acting as liaison with other city, regional, state, and federal agencies on matters pertaining to the procurement and coordination of statistical information; serving as a point of distribution to staff, other agencies, and the general public for demographic information; preparing special reports, as required in related aspects of population and housing; and assisting the Department's senior management staff in developing computer programs related to the analysis of personnel and budgetary matters. This unit has developed and coordinated the development of the Land Use data base program for specific areas of the city and initiated development of the computerized time-accounting system.

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APPENDIX I
ANNUAL REPORT

PERMIT PROCESSING
SUMMARY OF PERMITS PROCESSED IN F/Y 1986-87

<u>Permit Type</u>	<u>Approved</u>	<u>Disapproved</u>	<u>Cancellations</u>
1. New Building	23	2	4
2. New Building (Wood Frame)	484	8	10
3. Alteration	4,535	40	78
4. Signs	723	16	8
5. Grading	5	-	-
6. Demolition	244	5	12
7. Painted Wall Sign	47	3	-
TOTAL	<u>6,061</u>	<u>74</u>	<u>112</u>
TOTAL REVIEWED	<u>6,247</u>		

NOTE: In addition, the Department reviewed 2,162 miscellaneous permit applications.

APPENDIX II
ANNUAL REPORT

SUMMARY OF ACTIONS BY THE BOARD OF PERMIT APPEALS
F/Y 1986-87

<u>Number of Appeals Filed</u>	<u>Sustained</u>	<u>Overruled</u>	<u>Withdrawn</u>	<u>Not Available</u>
298	158	27	44	69

APPENDIX III
ANNUAL REPORT

ZONING ADMINISTRATOR'S DECISIONS ON VARIANCE APPLICATIONS

	Applications Pending at Beginning of Period(1)	New Applications	Variations Granted	Variations Denied	Applications Withdrawn	Applications Pending at End of Period
F/Y 1986-87	65	154	108	45	9	22

(1) A single application may request a variance from more than one quantitative standard in the City Planning Code. The following table shows the types of variances that were decided.

Code Standard	Variations Decided	Granted	Denied	Withdrawn
Rear Yard	83	61	18	4
Off-Street Parking	33	18	14	1
Front Setback	23	15	7	1
Lot Size	9	4	3	2
Other	14	10	3	1
TOTAL	<u>162</u>	<u>108</u>	<u>45</u>	<u>9</u>

APPENDIX IV

SUMMARY OF CASES BROUGHT BEFORE THE CITY PLANNING COMMISSION
FOR FINAL ACTION BY THE COMMISSION CASES SECTION
FISCAL YEAR 1986-87

<u>Type of Action</u>	<u>Number of Cases</u>
Certificates of Appropriateness	5
Conditional Uses	111
Annual Limit/Office Projects	2
Discretionary Review	34
Article 11 Alteration	1
Institutional Master Plan	2
Landmarks	6
Condominium Subdivisions	1
Master Plan Referrals	18
Land Subdivisions	5
Zoning Text Changes	14
Downtown Reviews	2
Zoning Map Changes	12
Coastal Permit	1
Variances	12
	<hr/>
TOTAL NUMBER OF CASE ACTIONS	226
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APPENDIX V

ADMINISTRATIVE ACTIONS WITH RESPECT TO SUBDIVISIONS
AND CONDOMINIUMS - COMMISSION CASES SECTION
FISCAL YEAR 1986-87

<u>July 1986 - June 1987</u>		
<u>Type of Review</u>		<u>Number</u>
S	Land Subdivisions	90
Q	New Condominiums	47
Q	Condominium Conversions	40
	Parcel Map Waiver/Lot Line Adjustment	167
TOTAL		<u>344</u>

APPENDIX VI

BUILDING PERMITS REVIEWED AND PROCESSED
BY THE COMMISSION CASES SECTION
FISCAL YEAR 1986-87

<u>Type of Permit</u>	<u>Number</u>
Major Development Proposals	12 ⁽¹⁾
Permits Related to Commission Actions	220
Review of Downtown Permits	690
Residential Discretionary Reviews	<u>15</u>
TOTAL	<u><u>937</u></u>

(1) Does not reflect review of Building Permit Addenda for Major Projects whose site permits were approved in prior years. Approximately 75 addenda (detailed plans for the construction of major projects) were reviewed during F/Y 1986-87.

APPENDIX VII

COMMISSION CASES
MASTER PLAN REFERRALS
FISCAL YEAR 1986-87

	<u>Master Plan Referral</u> <u>F/Y 1986-87</u>
Pending at Beginning of Period	16
New Applications Filed	55
Total Case Load	<u>71</u>
Commission Action	14
Administrative Action	49
Total Number of Actions	<u>63</u>
Pending End of Period	8

APPENDIX VIII
ANNUAL REPORT F/Y 1986-87

STAFF AND FUNDING SOURCES
DEPARTMENT SECTIONS

<u>Funding Source</u>	<u>Plans & Programs</u>	<u>Code Compliance</u>	<u>Project Review & Environmental Evaluation</u>	<u>Department Management</u>	<u>Total</u>
1. Ad Valorem					
Professional	25	22	20	9	76
Clerical	4	6	8	6	24
Graphics	2	1	1	-	4
2. Grants/Other	6	-	3	-	9
TOTAL	<u>37</u>	<u>29</u>	<u>32</u>	<u>15</u>	<u>113</u>

APPENDIX IX

SUMMARY OF MBO PERFORMANCE
BY PROGRAM AREA
MBO PERFORMANCE MEASURES

Program Area	Total No. of Measures F/Y 1986-87	No. of Measures Above Target F/Y 1986-87	No. of Measures At Target F/Y 1986-87	No. of Measures Below Target F/Y 1986-87
Plans and Programs	4	-	4	-
Code Compliance	8	2	2	4
Project Review and Environmental Evaluation	4	2	1	1
Department Management	2	-	1	1
TOTAL	18	4	8	6

APPENDIX X
F/Y 1986-87 ANNUAL REPORT
ENVIRONMENTAL REVIEW PROCESS

	<u>Number of Projects</u> <u>F/Y 1986-87</u>
I. INITIAL EVALUATION OF PROJECTS	
Under review at beginning of period	70*
A. New cases received for review	194
B. Evaluation determined not to be required	
1. Categorical Exemption	18**
2. General Rule Exclusion	35
C. Negative Declaration filed	98
1. Negative Declaration appealed	16
D. Environmental Impact Report required	5
1. % of cases in which Environmental Impact Report was determined to be required	3%
2. Cases appealed	-
E. Under review at end of period	69
II. ENVIRONMENTAL IMPACT REPORTS AND/OR STATEMENTS REVIEWED	
A. Reports in process at beginning of period	25
B. Final reports certified complete	14
C. Reports in process at end of period	16

*Note: 17 of these cases were closed out with no final determination during the period July 1, 1986 - June 30, 1987 due to inactivity or application being withdrawn.

**Additional categorical exemptions were reviewed by staff but were not assigned case numbers and are not included in this total.

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ANNUAL REPORT

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GENERAL MANAGER



-88

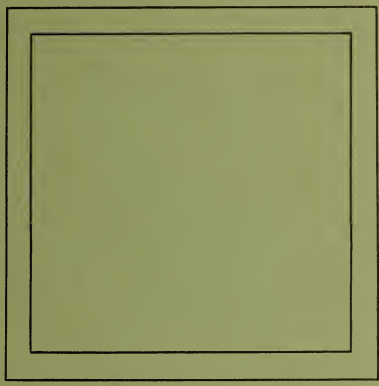
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DEPARTMENT OF CITY PLANNING

1987 - 1988



**City and County of San Francisco
Department of City Planning**

450 McAllister Street
San Francisco, CA 94102

The Honorable Art Agnos
Mayor of San Francisco
Room 200, City Hall
San Francisco, CA 94102

Dear Mayor Agnos:

On behalf of the City Planning Commission and the Department of City Planning, we are pleased to submit our Annual Report for Fiscal Year 1987-88.

During the 1987-88 period, your new Planning Commission was appointed. They were charged with addressing the issues of affordable housing and community participation in planning decisions. The outgoing Commissioners served with distinction and received affirmation and thanks.

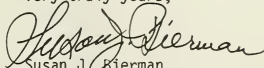
The Department's work grew significantly as a result of public interest and concern about residential demolitions and alterations. Both the Commission and the Department devoted much time and effort to this problem and enacted temporary controls on residential development in the Richmond and Sunset districts. At the same time, the Department continued to experience a substantial workload in permit applications for residential alterations and new construction.

The Department also prepared legislation on development agreements, which will govern the Mission Bay project. Work on the Environmental Impact Report progressed during the fiscal year. The Department received awards from the American Institute of Architects and the American Planning Association for its work on the Mission Bay Plan. Significant progress was also made in the South of Market and South Bayshore studies. The Van Ness Avenue Plan was completed; citywide live-work zoning legislation was enacted.

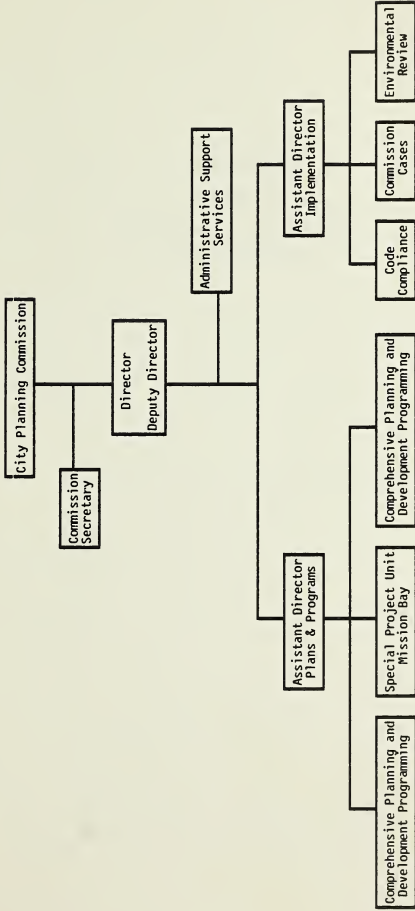
Major projects which the Commission approved included the Poly High school 114-unit affordable housing development, three multi-unit housing developments in the South of Market area and the Yerba Buena Plaza West public housing project.

On behalf of the Department staff and the Commission, we look forward to working closely and cooperatively in the future with your office, the Board of Supervisors and the people of the City.

Very truly yours,


Susan J. Bierman
Past President, 1988
City Planning Commission

DEPARTMENT OF CITY PLANNING



ANNUAL REPORT

F/Y 1987-88

Department of City Planning
San Francisco

CITY AND COUNTY OF SAN FRANCISCO

ART AGNOS, MAYOR

City Planning Commission F/Y 1987-88

July 21, 1987 - April 21, 1988

Toby Rosenblatt, President
Dr. Yoshio Nakashima, Vice President
Susan J. Bierman
Bernice M. Hemphill
Richard B. Allen

April 21, 1988 - June 30, 1988

Susan J. Bierman, President
Douglas J. Engmann, Vice President
Robert S. Dick
Wayne Jackson Hu
James B. Morales

Roger Boas, Chief Administrative Officer
Alternate: Norman Karasick, City Architect

Rudolf Nothenberg, General Manager, Public Utilities Commission (PUC)
Alternate: Douglas G. Wright, Director, Planning and Development (PUC)

Landmarks Preservation Advisory Board

July 1, 1987 - June 30, 1988

Patrick W. McGrew, President
Jean E. Kortum, Vice President
Lucia Bogatay
Phillip P. Choy
Elizabeth de Losada
David M. Hartley

Carolyn Klemeyer
John Ritchie
Ann Sabiniano

Department of City Planning

Dean L. Macris, Director of Planning
Milton R. Edelin, Deputy Director of Planning
Robert W. Passmore, Assistant Director-Implementation
George A. Williams, Assistant Director-Plans and Programs
Lori Yamauchi, Administrative Secretary, City Planning Commission

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F/Y 1987-88

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OVERVIEW

The basic purpose of City Planning is to assure orderly development of the City and County of San Francisco as a whole. This purpose is mandated by the City Charter, state law, and local ordinances or administrative codes. For example, Section 3.524 of the City Charter states:

"It shall be the function and duty of the City Planning Commission to adopt and maintain ... a comprehensive, long-term, general plan for the improvement and future development of the City and County, to be known as the Master Plan. The Master Plan shall ... present a broad and general coordinated and harmonious development, in accordance with the present and future needs of the City and County."



HIGHLIGHTS FY 1987-88

1. New Members of the City Planning Commission

A new Planning Commission was sworn in by Mayor Agnos on April 21, 1988. The new Commission has emphasized a commitment to affordable housing and community participation in the decision-making process. Mayor Agnos expressed his appreciation to outgoing members of the Commission and noted some of the challenges and opportunities to be expected in the coming years.

2. Residential Conservation

During FY 1987-88 significant staff and Planning Commission resources were devoted to the issue of residential conservation. Issues included appropriate residential densities and design standards. Temporary controls were enacted which lowered permitted height limits, increased the size of rear yards, increased parking requirements and required public notice, in an effort to reduce development pressures on single family homes and to ensure that new development be more consistent with the prevailing pattern of buildings. A moratorium on demolition of single family homes was enacted. Mayor Agnos appointed a Demolition Task Force to develop recommendations to replace the moratorium which expired on July 2, 1988.

3. Mission Bay Study

This major project involves planning, rezoning, special studies, preparation of an environmental impact report and development of a complex development agreement with Santa Fe Pacific Realty Corporation. Santa Fe proposes to develop a mixed use project for the approximately 300-acre Mission Bay Area. This would represent the largest single development in San Francisco. The Department contemplates a mixed use community with a substantial amount of housing, as well as secondary service, light industrial and research and development space. Open space, recreation and community services are also included. During FY 1987-88 the Department developed legislation establishing objectives and procedures for development agreements in San Francisco. The Mission Bay Project will be governed by this legislation. In addition, staff attended numerous meetings with community organizations, and appeared at public hearings before the Planning Commission and the Land Use Committee of the Board of Supervisors.

4. Special Studies

During FY 1987-88 significant progress has been made in the South of Market and South Bayshore studies. The Van Ness Avenue Plan was completed, and final controls were adopted by the Board of Supervisors for the Neighborhood Commercial Rezoning Study.

DEPARTMENT ORGANIZATION

The decision-making authority for City Planning is vested by Charter in the City Planning Commission, with the Director of Planning responsible to the Commission. The Department as a whole serves as staff to the Commission. All major items worked on by staff are reviewed by the Director and must go to the Commission, either for a decision, for recommendation to another body, or for information and comment to staff.

To carry out its purpose, the Department is organized into two primary operating divisions: the Plans and Programs Division and the Implementation Division, each headed by an Assistant Director. Overall management of these operating divisions is carried out by Department Management, which consists of the Director, the Deputy Director, the Secretary to the City Planning Commission, and their immediate staffs.

PLANS AND PROGRAMS

The Plans and Programs Division is responsible for developing the plans and policies that are adopted by the City Planning Commission. This responsibility includes revising and updating on a periodic basis the Master Plan and its various Elements, drafting zoning ordinances to implement master plan policies, conducting special studies and developing special programs for carrying out planning policy.

IMPLEMENTATION

The Implementation Division is responsible for implementing the Master Plan Elements and general planning policies after they are adopted by the Commission. It carries out this responsibility through administration of the City Planning Code, the City's Subdivision Ordinance, Chapter 31 of the City's Administrative Code, and the California Environmental Quality Act (CEQA). The Assistant Director of Implementation also serves as the City's Zoning Administrator.

ADMINISTRATION/SUPPORT UNITS

The Director and Deputy Director are responsible for the overall management of the Department. The Commission Secretary provides support to the City Planning Commission. Included in the overall management of the Department is the provision of support services to the operating divisions in areas related to personnel, accounting, supplies, facilities maintenance, and information and statistical services. The primary objective of management is to assure that the Department's resources are being utilized with maximum efficiency and effectiveness toward accomplishment of the Department's program goals.

PLANS AND PROGRAMS

The Plans and Programs Division is responsible for developing the plans and policies that are adopted by the City Planning Commission. This responsibility includes revising and updating on a periodic basis the Master Plan and its various Elements, drafting zoning ordinances to implement Master Plan policies, conducting special studies and developing special programs for carrying out planning policy.

Staffing assigned to the Plans and Programs Division for FY 1987-88 consisted of 35 positions, 29 of which were Ad Valorem funded. Under the direction of the Assistant Director for Plans and Programs, this staffing includes 23 planners and 6 clerical and technical positions. However, as the volume of Implementation Division activities has increased over the past year, many Plans and Programs Division staff members have devoted portions of their time to Implementation Division activities. Furthermore, as staff vacancies have occurred in this Division they have gone unfilled or have been used to support the Mission Bay staff which was previously funded by monies provided by Santa Fe Pacific Realty. As a result, at the end of the fiscal year Department ad valorem staff devoted to planning totalled 25 positions.

The Plans and Programs Division contains staff assigned to Transportation, Housing and Recreation and Open Space as well as planners who conduct special studies and programs.

TRANSPORTATION

During FY 1987-88, staff has worked on transportation aspects of Environmental Impact Reports for the Mission Bay Project, South of Market and Northern Waterfront Plans. In addition, staff has participated in transportation related aspects of studies for the South Bayshore area, the Inner Mission, and South Van Ness. Staff also completed preliminary parking analysis for the Residential Rezoning Study. Of particular note, staff completed its work on coordination efforts between the Mission Bay and South of Market transportation analyses. These efforts will result in an update to the transportation analysis contained in the Downtown Plan. This year transportation staff also developed guidelines for transportation analysis for neighborhood projects. These are now distributed to consultants and project sponsors.

Marin 101 Corridor Study

The transportation staff has served on the Technical Advisory Committee and attended the Action Committee meetings on behalf of the Board of Supervisors since July 1986 for Phase II of the Marin 101 Corridor Study. This year, upon completion of testing of 11 transportation alternatives, two composite transportation alternatives were selected for in depth analysis and environmental assessment in March of 1988. From March through June, focus was on technical review of modelling results and cost estimations for two alternatives. Selection of a preferred transportation alternative has been delayed. Expected date of selection is now February, 1989.

Transit Preferential Streets Program

In 1987/88 the Transit Preferential Streets Grant program was completed. Staff continues to participate in planning activities as part of the ongoing Transit Preferential Streets program created in 1973.

During this year a parking enforcement video was upgraded to use as an educational tool. In addition to showing on local television, the video received an award from the National ITE organization and was presented at the annual meeting in Vancouver. The bus stop reduction and consolidation plans prepared last year for Third Street, Mission Street, and Polk Street were implemented and evaluated this year. This resulted in transit travel time reductions of up to 15 percent. Signal pre-emption was installed at two locations on Church Street. Upon completion of the evaluation phase, signal pre-emption will be installed on Ocean Avenue as proposed. The bulbing program for Stockton Street has been redesigned. After delays at the Board of Supervisors it was approved in October of 1988 and is expected to be implemented in November 1988.

Monitoring the Implementation of Transportation Systems Management (TSM) Programs

This past year, the Planning Commission adopted the revised Developer's Manual which established the Minimum Level of Effort Performance Standards and the Standard Format and Content Guidelines for the Downtown Transportation Brokerage System. Subsequent to adoption of the Developer's Manual, the staff has been focusing efforts on the monitoring of downtown projects (approximately 60) which have had TSM and brokerage programs imposed upon them as conditions of development. This requires notification of all project sponsors, coordination with service providers, and coordination with each of the project's Transportation Coordinators in development of an individualized program.

JITBA (Joint Institutional Transportation Brokers Association) has been revived this year. Transportation staff has begun working with this organization to develop TSM program reporting and performance standards for institutions (hospitals and universities) in the city.

Staff continues to have ongoing involvement in monitoring of established TSM programs and assisting project sponsors in setting up new programs.

F-Line

The most significant accomplishment of staff this past year was the selection of an alternative for the terminus of the F-Line in the wharf. Transportation staff, working as part of the expanded Fisherman's Wharf planning team, have developed and implemented a summer circulation test program and also prepared a proposal for citizen review for a permanent circulation plan for the Wharf area. Neighborhood groups, merchant representatives and City agencies participated in the development of the Plan.

Embarcadero Roadway Project

Transportation staff has participated in the past year on the Technical Advisory Committee for the Embarcadero Roadway Project. The TAC has developed a design scheme for The Embarcadero, lent technical assistance to the Urban Design Consultant team, participated in the community workshops, and been the key staff on a parking study conducted in conjunction with the roadway project. Urban Design Guidelines for The Embarcadero are expected to be completed by the end of 1988.

Candlestick Park Study

The Department of City Planning chaired a committee aimed at developing and implementing short-range strategies for improving access, transit, and parking conditions at Candlestick. Transportation staff served in the coordinating role. This program was undertaken in anticipation of the park expansion and the concomitant loss of parking. A report was released in August, 1988 and the implementation program was undertaken.

Neighborhood, Business, and Inter-Departmental Coordination

In addition to providing regular assistance to neighborhood and business organizations on transportation-related matters, transportation staff maintains regular liaison with other city departments, such as DPW and MUNI, and outside agencies, such as Caltrans and MTC. There are three standing committees that transportation staff coordinates or participates on: the Transportation Policy Group (TPG), the Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT), and the Federal-Aid Urban Funding Committee (FAU). This liaison assures that City Planning policies are taken into account in daily transportation management and long-range investment decisions.

HOUSING

The housing staff is responsible for policy development involving the Residence Element of the Master Plan and the housing components of local area plans. They also participate in required annual evaluations of certain housing programs, maintain needed data support for policy and program work, perform project review for major housing developments and support citizen participation activities related to housing. During FY 1987-88, staff in this section provided housing related assistance for the Bayshore and South Van Ness area plans and participated in residential conservation planning activities.

Residence Element

State law requires major revision and update of the Residence Element of the Master Plan, especially its implementation program component, every five years. The current element was adopted in 1984 and the State has ruled that the required review must be completed by June, 1990. Work program activities began in Spring, 1988 toward preparation of these revisions. During the remainder of 1988, the department will assist a task force of technical experts and housing producers appointed by the Mayor to recommend new housing program approaches.

Annual Housing Reports

As required by the Residential Hotel Ordinance (400-83), the Housing Section prepared the annual status report on residential hotel units which was published in March, 1988. They worked with the Bureau of Building Inspection to improve data processing and information contained in the reports required from operators. The Department also analyzed the need for various amendments and will be following through with workshops with operators and tenant advocacy groups and will hold public hearings in the latter part of 1988.

As required by the Office Affordable Housing Ordinance (358-85), preparation of the 1988 status report was begun in the Spring of 1988 with data gathering and update on the new projects contributing to affordable housing construction.

The Housing Section prepared its twentieth annual report on San Francisco's housing inventory with information on new construction of single family, multi family and condominium units; publicly subsidized units; demolitions. This report was in the printing process as of June 30, 1988 and was released in July, 1988.

International Hotel

The I Hotel Citizens Advisory Committee is a continuing special project that involves providing staff support to a 16 member committee originally appointed by the Mayor in 1980. In July, 1987 the Planning Commission approved a Planned Unit Development on the former I Hotel site and a connected site. Appeal of the demolition permit for an existing building on the connected site and issues related to the tax credit components of financing for the low income housing have delayed the start of construction for this long term project.

RECREATION AND OPEN SPACE

The Recreation and Open Space Unit is responsible for updating the Recreation and Open Space Element of the Master Plan as required, reviewing open space proposals in connection with major buildings in the downtown area, reviewing open space aspects of master plan referrals, and monitoring the open space plans and programs of area plans including Mission Bay, and the Shoreline.

Recreation and Open Space Element

The unit revised the Recreation and Open Space Element of the Master Plan. The Element and the Programs report were adopted by the City Planning Commission on July 9, 1987.

Presidio

The Unit has coordinated with staff from other sections of the Department in reviewing development projects within the Presidio of San Francisco, as called for in the City's Memorandum of Understanding with the Presidio. This has included review of a proposed Commissary, PX expansion, branch post exchange, and Barracks Projects. Staff has also participated in the ongoing review of the Presidio of San Francisco's draft Master Plan report and supporting documentation.

Inter-Department Coordination

The Recreation and Open Space unit has assisted in interdepartmental efforts with regard to open space, and Master Plan issues. Assistance has taken the form of providing staff assistance to the Open Space Acquisition and Park Renovation Advisory Committee, which prioritizes expenditure of the Prop J. funds. Prop J. funds are used to make recreation and open space improvements to make throughout the city, in conformity with the objectives and policies of the Recreation and Open Space Element of the Master Plan. Staff has also represented the Department as an ex officio member of the Department of Public Work's Tree Board, and the Task force on Community Gardens, which is developing City policy and implementation mechanisms to strengthen the City's community gardening program.

SPECIAL STUDIES AND REPORTS

During FY 1987-88, the Department was engaged in a number of Special Studies and Reports. Below is a Summary of the major studies and reports which were underway.

Residential Conservation

During Fiscal Year 1987-88 significant staff and Planning Commission resources were devoted to the issue of residential conservation. Issues concerning appropriate residential densities and design standards in the Richmond-Sunset and Bernal Heights led to the adoption of interim controls in these neighborhoods. The Richmond/Sunset controls, adopted in September 1987 by the Planning Commission, lowered permitted height limits, increased the size of rear yards, increased parking requirements and required public notice prior to issuance of permits. The Bernal Heights interim controls, adopted by the Board of Supervisors in December 1987, lowered permitted height limits (particularly on downsloping lots), established new parking and rear yard requirements and required public notice. Both sets of controls were intended to reduce development pressure on single family homes and ensure that new development be more consistent with the prevailing pattern of development.

Neither, however, directly addressed the problem of demolition of single and two-family buildings. The Department continued to receive a large number of requests for discretionary review of projects involving residential demolition or alteration.

In February 1988, the Board of Supervisors adopted a moratorium on the demolition of single family homes citywide, and two-unit buildings within RH-2 districts and other areas which were predominantly one or two-unit in character. Subsequently, the Mayor appointed the Demolition Task Force to develop controls to replace the moratorium which expired on July 2, 1988. The Task Force met weekly over a period of several months, with technical assistance being provided by the Department of City Planning. Significant staff resources were devoted to this process. On June 2, 1988 the Planning Commission adopted a resolution of intent to initiate proposed Neighborhood Conservation Interim Controls, whose provisions addressed concerns expressed in Task Force deliberations. On June 30, the Planning Commission enacted a

freeze order to provide for continued zoning regulation of residential buildings until enactment of interim controls. Interim controls adopted by the Planning Commission on September 29 followed months of debate, public discussion and lengthy public hearings. The interim controls address issues of demolition, notification, density, parking, height, rear yards and design standards.

Mission Bay Study

This major project involves planning, rezoning, special studies, preparation of an environmental impact report and the development of a complex development agreement. The approximately 300-acre Mission Bay area is within the boundaries of the China Basin and Central Basin areas of the Central Waterfront Plan, where Santa Fe Pacific Realty Corporation proposes to develop a mixed use project.

The Department's Plan Proposal for Citizen Review, January 1987, proposed 7700-7960 housing units, 3.6 -4.1 million square feet of secondary office space, 2.3 - 2.6 million square feet of service/light industrial/research and development space, a hotel, 70 - 78 acres of parks and open space, community services and cultural facilities, and various socioeconomic programs. The Department has been receiving comment from the community and developer over the year and expects to revise the plan and receive additional public comment for Planning Commission consideration during the next fiscal year.

During FY 1987-88 the Department developed legislation establishing objectives and procedures for development agreements within San Francisco. While Mission Bay is the first development for which such an agreement is contemplated, the new statute will be available for use with other projects as well. The ordinance was drafted with substantial assistance from the City Attorney's Office, interested community participants, and representatives of Santa Fe Pacific Realty Corporation. It offers substantial opportunities for community participation in development agreements. The Department has also been in active negotiation with the Mission Bay developer over unresolved economic issues.

During this year, citizen participation and community involvement included public hearings before the City Planning Commission and the Land Use Committee of the Board of Supervisors, presentations to neighborhood organizations and community groups, and workshops on a variety of plan issues. Also, small group working meetings and individual meetings were held to insure community input into the Mission Bay planning process.

Neighborhood Commercial Rezoning

The Neighborhood Commercial Rezoning Proposal contains Master Plan Amendments, Planning Code Text and Zoning Map amendments for approximately 210 Neighborhood Commercial areas throughout the city. The final controls became effective December 12, 1987, following approval by the Board of Supervisors.

Van Ness Avenue Plan

In December 1987, the Van Ness Avenue Plan Environmental Impact Report was certified by the Planning Commission. Three months later, in March 1988, following public hearings and testimony the Plan was adopted by the Commission as an Element of the Master Plan. Also during March 1988 the Commission approved the proposed Permanent Zoning Controls for implementation of the Plan. The proposed Planning Code amendments contained in the proposed Permanent Controls are currently under review and consideration by the Land Use Committee of the Board of Supervisors. The Plan and the Code amendments facilitate the conversion of Van Ness Avenue into a mixed use residential/commercial street.

South Bayshore Area Study

Planning for the South Bayshore Area was initiated in April 1987. The Department is developing a plan for the area in conjunction with the Redevelopment Agency and the Mayor's Office of Housing and Economic Development. The plan will include land use, transportation, housing, commerce, industry, urban design, open space and recreation, public health and safety, and community facilities. An Issues Report was published in November 1987. A Draft Plan for Citizen Review is scheduled for publication in October 1988.

South of Market Rezoning Study

This project involves close coordination of various City agencies to develop specific legislation and procedures to implement the various policies and programs presented in the South of Market Plan and Zoning Controls. City agencies involved in the planning and implementing process include the Police Department, City Attorney's Office, Recreation and Park Department, Department of Public Works, Department of Public Health, Department of Social Services, the Parking Authority, the Arts Commission, Landmarks Preservation Advisory Board, and the Mayor's Office of Criminal Justice. A revised South of Market Plan and Zoning Controls ordinance was published in June 1988. A Draft Environmental Impact Report is to be published in early FY 1988-89.

Local Employment Guidelines

The Downtown Plan contains general rules for the provision of Employment Brokerage Services in the C-3 Zoning districts.

The Department has developed model language for the Memorandum of Agreement (MOA) and the Local Employment Program (LEP) between project sponsors and the Director of Planning. A MOA has been signed for 100 First Plaza and the Department is close to reaching final agreement on the LEP.

The Department has convened an advisory committee with both business and community representatives to develop an agency to implement the Section 164 Employment requirements and various employment conditions placed on projects over the past 7 years. This agency would assume, under contract, the developer's employment responsibilities under Section 164 and function as a central contact for employment training and placement agencies. The Department, in concert with the advisory committee, will develop funding sources, staffing needs, a work program and any necessary Code amendments.

CAPITAL IMPROVEMENT PROGRAM

This project is an ongoing responsibility of the department, involving one planner to coordinate annual preparation of the six-year Capital Improvement Program for the City as a whole. The Program is developed in close cooperation with other City departments and lists all capital improvement projects proposed for the budget year and the following five years. The Department reviews each project to assure conformity with the Master Plan. As a part of this responsibility, the Department also provides staff support to the Capital Improvements Advisory Committee.

IMPLEMENTATION

Staffing for the Implementation Division for F/Y 1987-88 consisted of 59 positions; 58 of which were Ad Valorem funded. Under the direction of the Assistant Director of Implementation, who also serves as the City and County's Zoning Administrator, the staffing consisted of 43 planners and 15 clerical and technical positions. Due to budget constraints, there were 50 ad valorem staff in the Implementation Division at the end of the fiscal year.

In contrast to Plans and Programs, all of the programs in this Division are ongoing, involving the review, approval and/or certification of individual development proposals submitted by property owners, developers, architects, and project sponsors. The Division reviews and acts upon approximately 9,000 cases a year, ranging in size and complexity from modest modifications to a single family residential dwelling to new construction of major highrise buildings. The Division is organized into three sections: Code Compliance, Environmental Review, and Commission Cases.

CODE COMPLIANCE

Code compliance activities primarily involve enforcement of the City Planning Code, the zoning ordinance of San Francisco. Zoning is defined as the partitioning of a city by ordinance into sections or zoning districts reserved for different purposes, primarily residential, commercial or industrial. In addition to establishing zoning districts for the use of property, the Planning Code, and the Zoning Map accompanying it, provide standards for the height and mass of buildings, yards and open spaces, off-street parking requirements, sign requirements, landmark preservation, and the procedures for amending and appealing actions by the Department of City Planning and the City Planning Commission on these matters.

Under the Charter, the Zoning Administrator has the responsibility for implementation action and enforcement of the City Planning Code. The functions described in this chapter are part of that responsibility.

Zoning Information Services

The Department maintains an information counter which people can visit or call from 10:00 A.M. to Noon and 1:00 P.M. to 5:00 P.M. five days a week to find out how zoning regulations affect property. Since this counter is the first point of contact for most people who have business in the Department, it also serves a very important public relations function for the City. Summaries, reports, pamphlets, schedules, reprints and flyers are distributed to the public here. Approximately 18,700 telephone calls and 18,700 office visits are handled annually by the receptionists and planners assigned to duty at the counter. In addition to in-person inquiries, the information section answers written inquiries and surveys. Training sessions on the Planning Code and departmental procedures are presented to the planning staff weekly.

Permit Review

Substantial staff effort is expended on counseling applicants on providing proper plans and plan modifications to meet code standards. This unit reviews

permit applications submitted to the Department of Public Works for new buildings, alterations resulting in physical expansion or change in use, signs and grading. It also reviews demolition permits and permit and license applications submitted to other departments, such as Police, Fire, Health and Social Services and works with project sponsors, architects, developers, and home-owners on Code standards and regulations. This is the Department's most basic point of interaction with the citizen/client. Service to the public was improved.

A total of 9,113 permit applications were reviewed during the year, including approval of 511 new buildings and 4,718 alterations to existing buildings. See Appendix I for full statistics.

Board of Permit Appeals

The Board of Permit Appeals is empowered to hear appeals from the Zoning Administrator's decisions and determinations as well as from the City Planning Commission's decisions resulting from the exercise of discretionary review over building permit applications. In hearing these appeals at its weekly meetings, the Board determines whether or not the actions taken by the Department resulted from proper exercise of authority or discretion.

Department staff appeared before the Board as respondent or co-respondent in 309 appeals during F/Y 1987-88. Appendix II contains a summary of the disposition of appeals filed during the fiscal year.

Staff time that must be devoted to preparing for and participating in appeal proceedings is significant. This is especially true in that many appeals are continued for further hearing at subsequent Board meetings or are re-heard if warranted by newly offered evidence.

Variance Review

The Zoning Administrator conducts public hearings, after due notice, on requests for variances from the strict application of certain quantitative standards in the City Planning Code. Standards controlling building location, off-street parking, and lot size, for example may properly be the subject of variance applications. Standards controlling the use of buildings and land, height and bulk of structures, and types of signs allowed, however, may not be varied by this procedure, but, instead, are properly the subject of review and action by the City Planning Commission.

During F/Y 1987-88, the Zoning Administrator issued decision letters for 154 variance applications.

A statistical analysis of the number and types of variance applications heard and decided by the Zoning Administrator during the past fiscal year is contained in Appendix III. As the analysis shows, in approximately 70 percent of completed cases, variance requests were granted. This statistic alone, however, conceals the fact that many variances were granted subject to conditions of approval which brought the proposal closer to compliance with the Code or otherwise reduced the effect or impact of the variance.

Violation Abatement

This unit processes building permit applications filed in response to Code Compliance orders on a city-wide basis. It also responds to reports of specific violations filed by the public and participates in ongoing programs such as systematic Code Compliance and RAP administered by the Department of Public Works. Staff activity involves investigation of violation sites, research of records and abatement requests, and follow-up with the City Attorney for court action on recalcitrant violators.

Non-Conforming Use Program

This unit maintains records for non-conforming use properties and establishes records for non-conforming uses created during the year as a result of rezoning activities or changes in the Planning Code.

Neighborhood Commercial Special Use Districts

Neighborhood Commercial Permanent Zoning Controls apply to approximately 220 neighborhood commercial areas ranging from large active districts to small corner clusters of grocery and convenience stores. Separate individual zoning districts are established for 15 neighborhood commercial areas, with zoning controls designed to meet unique conditions in these districts. This unit is responsible for processing applications which fall within neighborhood commercial zoning. Staff activities include case preparation, public hearings, field surveys and record-keeping.

OFFICE OF ENVIRONMENTAL REVIEW

The Department's Office of Environmental Review (OER) carries out environmental review for all departments and agencies of the City and County of San Francisco, in compliance with the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and Chapter 31 of the San Francisco Administrative Code, and the National Environmental Policy Act (NEPA). Environmental review is one of several areas of review by the Department which provide input to decisions. In administering environmental review, the Department provides a process which has priorities conforming to Master Plan goals and objectives as well as to State Law and Federal Law.

Environmental review is a process directly shaped by legal requirements and it must, therefore, be orderly, procedurally correct and well-documented. The product of this process requires full public scrutiny to meet the spirit of the law in accurately informing project sponsors, the general public and decision-makers about the environmental impacts of projects. Revision of City environmental procedures is ongoing, due to changing provisions in State law, court decisions, and administrative efforts to make the environmental review process more efficient and more consistent in its operation.

Litigation on environmental review documents continues as a factor in the section workload. Suits on office building EIRs as well as challenges to Negative Declarations emphasize the need to maintain consistency between documents, prepare documents carefully and thoroughly respond fully to all public comments and maintain detailed project case records. The cumulative

impacts of all office development downtown continued to have great importance in environmental documents, and environmental impact reports were required for projects which had significant impacts only by virtue of their contribution to significant cumulative impacts.

The Downtown Plan EIR was certified in October 1984, and provided an exhaustive analysis of the environmental impacts of alternative growth management controls for Downtown. Certification of the Downtown Plan EIR and approval of the Downtown Plan and implementing ordinances enabled use of the EIR for tiering purposes, i.e. individual building projects could limit their EIR's to project-specific issues with cumulative impacts discussed in the Plan-level EIR. This has shortened EIR's for many downtown projects. On the other hand, analysis has become more complex for many projects that are determined to have no significant impacts and therefore merit Negative Declarations. This complexity results in part from increasing public concern about new developments in established neighborhoods. More Negative Declarations are being challenged resulting in an emphasis on more thorough background studies for these projects.

Environmental review on a variety of other Department plans has been accomplished or is in process, including the Van Ness Avenue Plan, the Mission Bay Plan and the South of Market Plan. In addition, considerable time has been spent on evaluation of City Planning Commission and Board of Supervisor-initiated proposals, including those covering interim controls in various residential areas. A relatively large number of cases are being handled involving city projects for the Clean Water Program, Recreation-Park, the Health Department, the Fire Department and the Housing Authority.

Federal environmental review includes preparing NEPA-complying documents for all of the HUD Community Development Block Grant projects. This work usually involves many Statutory Worksheets on building rehabilitation proposals; findings of no significant impact (FONSI's) for more complex proposals; and coordination of historic preservation clearance with the Secretary for the Landmarks Preservation Advisory Board, as well as with the State Historic Preservation Office when necessary. HUD audits the City's NEPA review process on a biannual basis. The audit in 1987 found procedures to be in proper order.

The section is also managing the Coastal Energy Grant from the State Secretary for Environmental Affairs. The grant funds are being used to prepare local and regional environmental studies related to potential impacts of development of offshore oil and gas resources near San Francisco. The Regional Studies Program, funded by the six coastal counties between Sonoma and Monterey counties, has begun air quality studies, scenario development resources mapping and technical review of existing oil development material. The Environmental Review Officer prepared comments on the EIS for Lease Sale 91 (off Mendocino and Humboldt counties) and worked with the Board of Supervisors to prepare resolutions opposing offshore drilling. The program will continue in FY 1988-89 with local and regional studies.

COMMISSION CASES

This section handles a large variety of projects which are characterized by requirements for either City Planning Commission action or, where delegated by

the Commission, staff review for conformity with the Comprehensive Plan. Responsibilities include: (1) reclassifications (rezoning) of property and front setback modifications, (2) conditional uses, (3) discretionary review, (4) institutional master plans, (5) land, condominium and conversion subdivisions, (6) master plan referrals involving public property, and (7) text amendments to the City Planning Code. These actions of the Department rely upon objectives and policies of the Comprehensive Plan, and criteria of the City Planning Code, to approve or disapprove projects. Staff activities for these projects include maintenance of records, investigations and field trips to properties, provision of public notice, consultation with project sponsors and community groups on procedures and issues, preparation of case reports, memoranda and draft resolutions, presentation of cases and recommendations to the Commission, preparation of final Commission resolutions, transmittals as required to the Board of Supervisors, and appropriate presentations at Board hearings. The section also has responsibility in the scheduling of these and other types of projects before the Planning Commission. Appendix IV summarizes the cases brought before the City Planning Commission by this Section.

Office Development Limitation Program

This program establishes a city-wide limit on the amount of office development which can be approved. Additionally, square footage limits are set on smaller buildings (25,000-49,999 square feet) and larger buildings (50,000 and over square feet).

The Commission approved three buildings totaling 625,980 square feet in September 1987. On April 14, 1988, the Commission approved the Rules for the 1987-1988 Office Development Limitation Program. One building, the PG&E Service Center (45,350 sq. ft.) was approved under the Smaller Building allocation on September 1, 1988. Another application, Lucky Lakeshore Plaza (49,500 sq. ft.) is currently under review and should be before the Commission for action in November 1988.

The Larger Building Office Development Limitation Program was suspended pending further environmental review necessary for individual buildings based on new analyses published in the Mission Bay and South of Market Plan EIRs. While the process was suspended prior to date formal applications were required, four buildings totaling 1,039,000 sq. ft. expressed interest in competing for the available space. Final action on the project EIRs and the Larger Building applications will be taken in Spring 1989.

Conditional Uses

Conditional uses require approval by the Commission subject to specific Planning Code criteria, which include a finding that the proposed use must be necessary or desirable for, and compatible with, the surrounding community. These conditional uses include major institutional expansions of hospitals and other residential or commercial facilities, large scale residential projects, churches and childcare facilities, board and care facilities, social service facilities, and conversion of dwellings to offices or other uses.

Subdivisions

Subdivisions include divisions of land, new condominiums, and condominium conversions. All subdivisions must be reviewed for consistency with the Master Plan (Comprehensive Plan) under the City Charter, the Subdivision Code and State Law. The City Advisory Agency (Director of Public Works), in acting on subdivisions, must disapprove any subdivision found to be not consistent with the Master Plan, and must impose any conditions established for consistency with the Master Plan. The final decision rests with the Board of Supervisors on appeal.

Master Plan Referrals

Master Plan referrals are a tool provided by the Charter for realization of the objectives of the Comprehensive Plan. Through the referral procedure, the Department helps guide the development of publicly-owned properties and facilities. This procedure requires, for example, that before a City Department can acquire or sell land, it must refer the matter to the Department of City Planning to determine whether such action is in conformity with the Master Plan. The Department then forwards its finding to the initiating agency and to the Board of Supervisors for their consideration before final action on the proposal.

Institutional Master Plan

Under the City Planning Code, the Department of City Planning is responsible for securing and making publicly available master plans for all hospitals and institutions of higher learning within the City. This has been done by maintaining informal contact with the major institutions and by reviewing Master Plan documents as they are submitted.

Special Projects

This Section is responsible for reviewing and processing major complex and/or controversial building proposals. For new projects, such review includes initial contact and subsequent communication with developers, community groups and other agencies, and proceeds through all aspects of a project's development. Internal staff coordination for such projects includes review of environmental evaluation and environmental impact reports, checks for compliance with the City Planning Code, review of conformity with Comprehensive Plan provisions, consideration of possible discretionary review and preparation of case reports, motions for Commission action, and staff recommendations to the City Planning Commission. Subsequent to action on a project by the Department or Commission, it is the responsibility of the Special Projects staff to provide follow-up review to assure conformity with conditions established as part of approvals. The section also processes demolition, alteration and building permits and represents the Department at the Board of Permit Appeals for projects for which it had coordinated the previous review.

LANDMARKS PRESERVATION ADVISORY BOARD

The Landmarks Preservation Advisory Board is a nine member panel appointed by the Mayor and charged with identifying and recommending for designation as landmarks or historic districts buildings of special architectural, historical or aesthetic interest and value. The Board maintains an advisory relationship with the City Planning Department and Commission, other City, State and Federal agencies and the Board of Supervisors. Article 10 of the City Planning Code is the enabling legislation for the Landmarks Board.

As charged by the Board of Supervisors, the Landmarks Board continued its role as the designated City agency to deal with State and Federal agencies on matters concerning historic preservation. A voters' initiative adopted in November of 1986 amended the City Planning Code by introduction of eight priority policies (Proposition M). Policy 7 calls for the preservation of landmarks and historic buildings. The Zoning Administrator has instituted a policy of seeking the Board's advice on the possible historic merit of structures which are the subject of demolition or substantial alteration permit applications.

DEPARTMENT MANAGEMENT

Department Management has a total staffing of 15, consisting primarily of the Director, the Deputy Director and their immediate staffs. Its primary objectives are to assure sound management and efficient utilization of departmental resources and to provide administrative support to the operating divisions to strengthen their capacity to meet program objectives.

Overall Departmental Administration and Support to Commission

This unit provides management guidance to the Department and secretarial support to the Commission, including calendars, minutes, and summaries. It is staffed by the Director, Deputy Director, the Commission Secretary, the Director's secretary, and a Senior Clerk-Typist.

Budgeting and Accounting

This unit performs the accounting and budgeting functions for the Ad Valorem and Grant funds of the Department, and has major responsibility in preparing the Departments budget.

Facilities/Supplies/Administrative Support and Personnel

This unit coordinates maintenance of the Department's physical facilities and equipment; procures and distributes supplies to staff; and provides other support services to the operating units as needed. It also maintains personnel records and undertakes staff recruitment in the absence of Civil Service lists.

Information and Statistical Services

This unit provides electronic data processing services for the Department. Its specific responsibilities include: computer programming and processing electronic data for the Department's research activities; acting as liaison with other city, regional, state, and federal agencies on matters pertaining to the procurement and coordination of statistical information; serving as a point of distribution to staff, other agencies, and the general public for demographic information; preparing special reports, as required in related aspects of population and housing; and assisting the Department's senior management staff in developing computer programs related to the analysis of personnel and budgetary matters.

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APPENDIX I
ANNUAL REPORT

PERMIT PROCESSING
SUMMARY OF PERMITS PROCESSED IN F/Y 1987-88

<u>Permit Type</u>	<u>Approved</u>	<u>Disapproved</u>	<u>Cancellations</u>
1. New Building	21	-	1
2. New Building (wood Frame)	490	5	14
3. Alteration	4,718	34	139
4. Signs	742	-	-
5. Grading	19	-	-
6. Demolition	227	2	6
7. Painted Wall Sign	<u>2</u>	<u>-</u>	<u>-</u>
TOTAL	<u>6,219</u>	<u>41</u>	<u>160</u>
TOTAL REVIEWED	<u>6,420</u>		

NOTE: In addition, the Department reviewed 2,693 miscellaneous permit applications.

APPENDIX II
ANNUAL REPORT

SUMMARY OF ACTIONS BY THE BOARD OF PERMIT APPEALS
F/Y 1987-88

<u>Number of Appeals Filed</u>	<u>Sustained</u>	<u>Overruled</u>	<u>Withdrawn</u>	<u>Not Available</u>
309	150	24	76	59

APPENDIX III
ANNUAL REPORT

ZONING ADMINISTRATOR'S DECISIONS ON VARIANCE APPLICATIONS

F/Y	Applications Pending at Beginning of Period	New Applications	Variances Granted	Variances Denied	Applications Withdrawn	Applications Pending at End of Period
1987-88	22	151	109	24	21	40*

A single application may request a variance from more than one quantitative standard in the City Planning Code. The following table shows the types of variances that were decided.

Code Standard	Variances Decided	Granted	Denied	Withdrawn	OVERRULED ON APPEAL
Rear Yard	85	62	14	9	1
Off-Street Parking	27	15	5	7	-
Front Setback	7	5	1	1	1
Minimum Lot Size	11	9	2	-	-
Other	24	18	2	4	-
TOTAL	154	109	24	21	2

*Of the 40 incomplete cases, 6 require separate action (e.g., conditional use).

APPENDIX IV
COMMISSION CASES

SUMMARY OF CASES BROUGHT BEFORE THE CITY PLANNING COMMISSION
FOR FINAL ACTION BY THE COMMISSION CASES SECTION
FISCAL YEAR 1987-88

<u>Type of Action</u>	<u>Number</u>
Certificates of Appropriateness	3
Conditional Uses	148
Annual Limit/Office Projects	2
Discretionary Review	70
Article 11 Alteration	-
Institutional Master Plan Landmarks	5
Condominium Subdivisions	5
Master Plan Referrals	5
Land Subdivisions	3
Zoning Text Changes	23
Downtown Reviews	-
Zoning Map Changes	8
Coastal Permit	8
Variances	8
TOTAL NUMBER OF CASE ACTIONS	<u>288</u>

SUBDIVISIONS/CONDOMINIUMS

<u>Type of Review</u>	<u>Number</u>
Land Subdivisions	59
New Condominiums	54
Condominium Conversions	65
Parcel Map Waiver/Lot Line Adjustment	116
TOTAL	<u>294</u>

BUILDING PERMITS REVIEWED AND PROCESSED

<u>Type of Permit</u>	<u>Number</u>
Major Development Proposals	10 ⁽¹⁾
Permits Related to Commission Actions	155
Review of Downtown Permits	720
Residential Discretionary Reviews	70
TOTAL	<u>955</u>

(1) Does not reflect review of Building Permit Addenda for Major Projects whose site permits were approved in prior years. Approximately 75 addenda (detailed plans for the construction of major projects) were reviewed during F/Y 1987-88.

MASTER PLAN REFERRALS

	<u>Number</u>
Commission Action	5
Administrative Action	53
TOTAL NUMBER OF ACTIONS	<u>58</u>

APPENDIX V
F/Y 1987-88 ANNUAL REPORT

ENVIRONMENTAL REVIEW PROCESS

	<u>Number of Projects</u> <u>F/Y 1987-88</u>
I. INITIAL EVALUATION OF PROJECTS	
Under review on July 1, 1987	70
A. New cases received for review	190
B. Evaluation determined not to be required	
1. Categorical Exemption*	12
2. General Rule Exclusion	25
3. Other**	36
C. Final Negative Declarations issued	70
1. Negative Declarations appealed	12
2. % of Negative Declarations appealed	2%
D. Environmental Impact Reports required	8
1. % of cases in which Environmental Impact Reports are required	4%
E. Under review on June 30, 1988	109
II. ENVIRONMENTAL IMPACT REPORTS	
A. Environmental Impact Reports in process on July 1, 1987	12
B. Final Environmental Impact Reports certified	9
C. Other Environmental Impact Report cases closed (cases withdrawn)	2
D. Environmental Impact Reports in process on June 30, 1988	9

*Additional categorical exemptions were reviewed by staff but were not assigned case numbers and are not included in this total.

**This includes cases which were withdrawn without completing review, cases for which San Francisco was not the lead agency, and cases where an earlier review was found to apply to the current application.

APPENDIX VI
ANNUAL REPORT F/Y 1987-88

STAFF AND FUNDING SOURCES
DEPARTMENT SECTIONS F/Y 1987-88

<u>Funding Source</u>	<u>Plans & Programs</u>	<u>Code Compliance</u>	<u>Project Review & Environmental Evaluation</u>	<u>Department Management</u>	<u>Total</u>
1. Ad Valorem					
Professional	23	22	21	9	75
Clerical	4	6	7	6	23
Graphics	2	1	1	-	4
2. Grants/Other	6	-	1	-	7
TOTAL	<u>35</u>	<u>29</u>	<u>30</u>	<u>15</u>	<u>109</u>

